Asset Types User Guide

Real Estate Manager

Version 26.2.1

Document Information

Notices

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Maintaining Asset Types

The Administration workspace establishes a global configuration for your data and how you want to organize your real estate portfolio. After you complete configuring your data, it is available to use to add assets (properties), contracts and leases, invoices, compliance requirements, and financial data such as cost centers and budgets. You may also then use the Real Estate Portfolio Intake Workbook (REPIW). You may continue to configure your data as your real estate portfolio changes by adding new data structures and removing others. The data that you configure in the Administration workspace is referred to as Master Data because it is available throughout Real Estate Manager.

Master Data and the Administration Workspace

Introduction

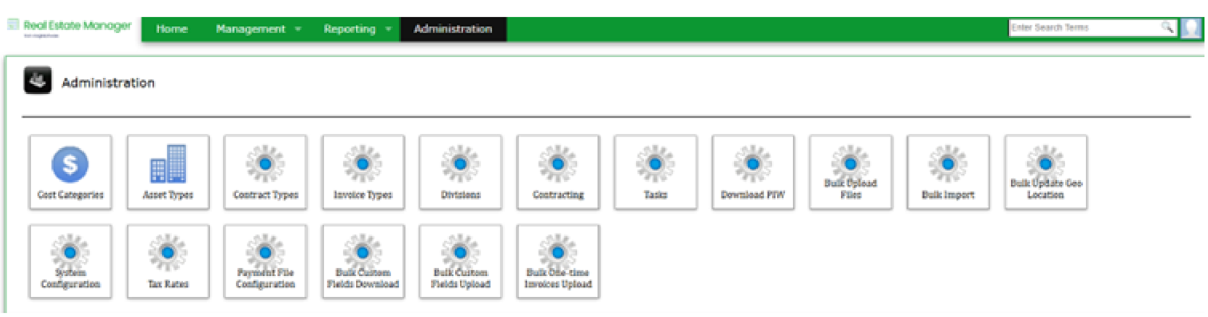
The Administration workspace establishes a global configuration for your data and how you want to organize your real estate portfolio. After you complete configuring your data, it is available to use to add assets (properties), contracts and leases, invoices, compliance requirements, and financial data such as cost centers and budgets. You may also then use the Real Estate Portfolio Intake Workbook (REPIW). You may continue to configure your data as your real estate portfolio changes by adding new data structures and removing others. The data that you configure in the Administration workspace is referred to as Master Data because it is available throughout REM.

About Master Data

Master Data is the set of data fields that you define and group under various data structures. For example, in Real Estate Manager you can define different types of invoices and associate specific data fields with each type of invoice. Master Data is unique to each client and must be defined prior to using Real Estate Manager. After the initial set up, Master Data can be edited, new Master Data can be added, and existing Master Data can be deleted. Master Data provides a consistent data structure across your portfolio while allowing for differences among different assets. Master Data makes managing your portfolio easier and more efficient.

Administration Workspace

The Administration workspace allows you to create and manage your Master Data in the system. To access the Administration workspace, from the Top NavBar, click Administration.



The Administration workspace tiles provide access to functions used to configure the Master Data as listed in the following table.

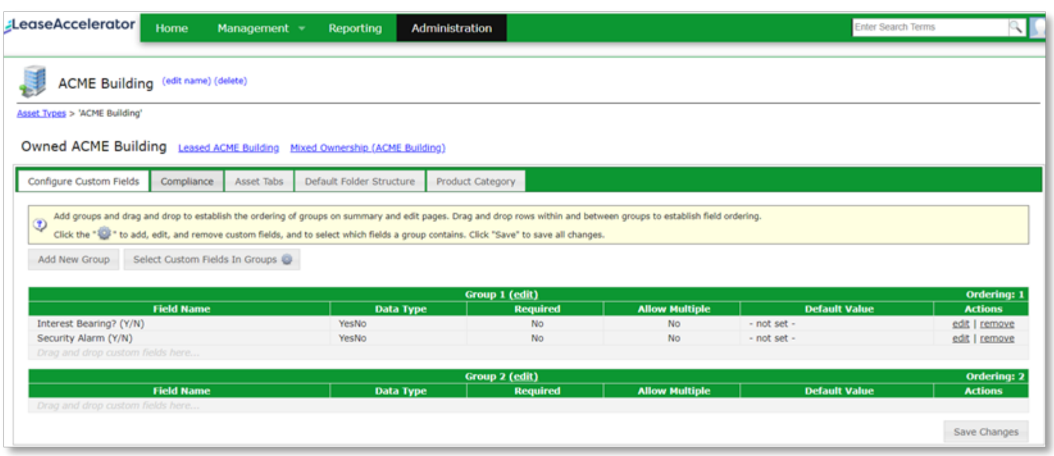
Management Tiles	Description
Cost Categories	Data related to any payable or receivable associated with an asset.
Asset Types	Organizes assets into categories that group different types of assets.
Contract Types	Organizes contracts or agreements into groups that have similar characteristics.
Invoice Types	Organizes invoices (either payable or receivable) into groups.
Divisions	Defines your business structure along with the associated accounting codes.
Contracting	Defines the types contractors and any related certifications.
Tasks	Links users with tasks for Assets.
Bulk Import	Imports contract files in bulk.
Bulk One-time Invoices Upload	Uploads one-time payable invoices in bulk.

Note: Each Asset Type is associated with an ownership status: Owned, Leased, or Mixed Ownership. The Asset Type must be configured for each type of ownership if appropriate.

Assets are grouped by type to help you manage your portfolio. Asset Types are managed in the Asset Types workspace and can be added, edited, and deleted. Asset Types can be configured to include selected Custom Fields, required Compliance Items, and the tabs that display for Assets.

Asset Types Workspace

The Asset Types workspace allows you to create and maintain Asset Types within which you can organize assets to organize your portfolio.



Asset Types Tabs	Description
Configure Custom Fields	Associates specific data fields with an Asset Type.

Asset Types Tabs	Description
Compliance	Defines compliance actions and a schedule for completion of the compliance action.
Asset Tabs	Defines the tabs that display for authorized users for the Asset Type.
Default Folder Structure	Sets up a folder structure for documents.
Product Category	Defines product categories (asset classes) that are associated with an Asset Type.

Adding an Asset Type and Custom Field Groups

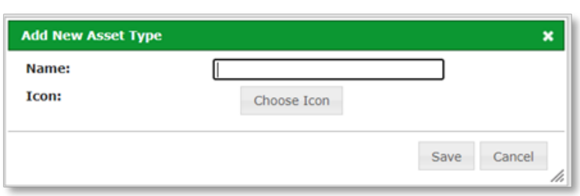
Note: You cannot add Custom Fields to an Asset Type until you create at least one Custom Field Group.

On the Asset Types workspace, the custom fields for the Asset Type are organized into Custom Field Groups you create.

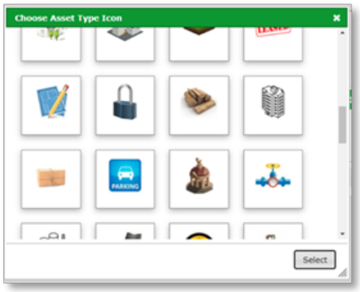
1. From the Top NavBar, select **Administration**. The Administration workspace opens.

2. Click the Asset Types tile and the workspace opens.

3. Click the Add New tile and the Add New Asset Type pop-up opens.



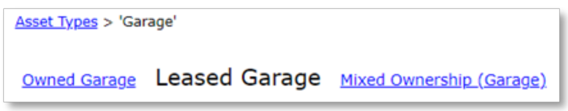
4. In the Name field, enter the name of the Asset Type you are adding.



5. Click **Choose Icon** and from the Choose Asset Type Icon pop-up, select an icon to display on the Asset Types workspace and click **Select**.

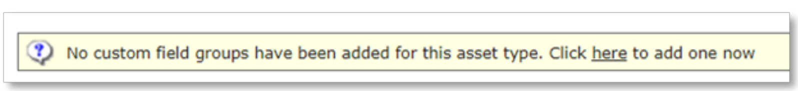
6. From the Add New Asset Type pop-up, click **Save**. The workspace for the new Asset Type opens to allow you to configure the ownership and define Custom Field Groups.

7. All Asset Types are defined based on one of the following three ownership status definitions:
   a. Owned – Asset you own
   b. Leased – Asset you lease
   c. Mixed Ownership – Asset that you partly own and also partly lease



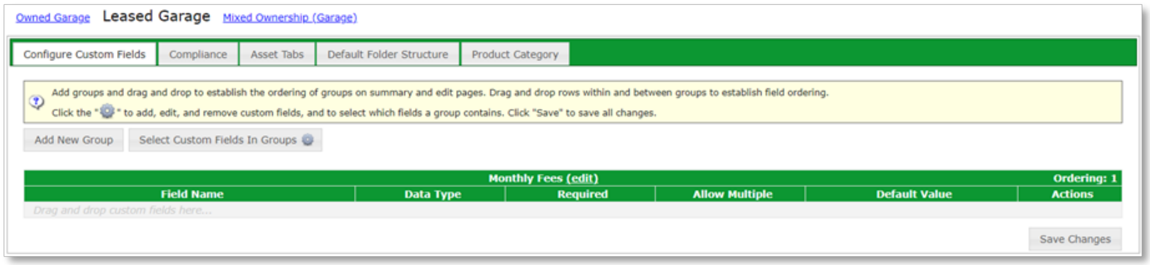
8. To define ownership status, click the Owned, Leased, or Mixed Ownership link as appropriate. The selected ownership status displays in text and not as a link after selection.

9. Custom fields are organized into Custom Field Groups. To create the first custom field Group, click the **here** link.



10. In the Add New Custom Field Group pop-up, enter a label for the Custom Field Group in the New Group Caption field.

11. Click **Okay.**



12. After the first Custom Field Group has been added, the Add New Group and Select Custom Fields in Groups buttons display to allow you to add more Custom Field Groups or associated Custom Fields with each Custom Field Group.

13. Click **Save Changes**.

14. To create additional Groups, repeat steps 12-16.

15. Click **Save Changes**. You can now begin to associate Custom Fields with each Custom Field Group.

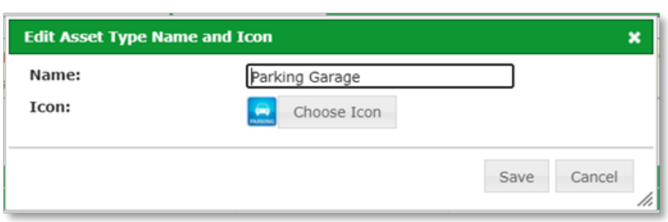
Editing an Asset Type

After an Asset Type is created, you can edit the name of the Asset Type, change the icon for the Asset Type, or delete the Asset Type.

1. From the Top NavBar, select **Administration**. The Administration workspace opens.

2. Click the Asset Types tile and then click the tile for the Asset Type you want to rename and the Asset Types workspace opens.

3. Click the edit **name link** next to the Asset Type Group you want to rename.



4. In the Edit Asset Type Name and Icon pop-up, enter a new Asset Type name in the Name field.

5. To select a new icon, click **Choose Icon**.

6. Select a new icon from the Choose Asset Type Icon pop-up.

7. Click **Select**. The new icon displays for the Asset Type.

8. From the Edit Type Asset Name and Icon pop-up, click **Save** to rename or change the icon for the Asset Type.

Deleting an Asset Type with No Asset Assigned to It

> **Note:** An Asset Type that has at least one Asset assigned to it cannot be deleted until the Asset is deleted.

After an Asset Type is created, you can delete it unless there are Assets assigned to the Asset Type. When Assets are assigned to the Asset Type, you must first delete the Asset before you can delete the Asset Type.

1. From the Top NavBar, select **Administration**. The Administration workspace opens.

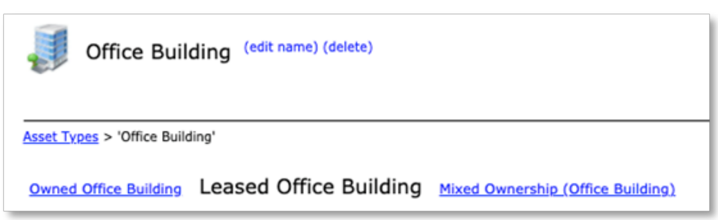
2. Click the Asset Types tile and then click the tile for the Asset Type you want to delete and the Asset Types workspace opens.

3. Click the **delete** link next to the Asset Type Group you want to delete. The Asset Type is deleted along with all associated Custom Data Fields defined.

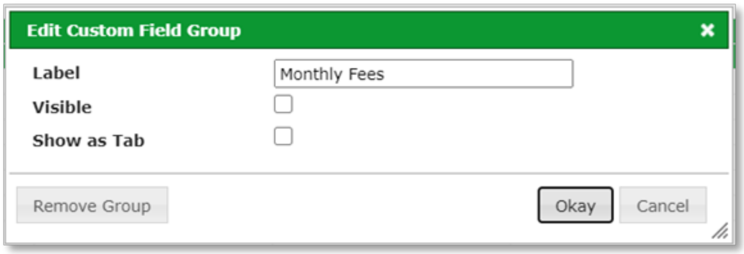
> **Note:** An Asset Type with an Asset assigned to it cannot be deleted without first deleting the assigned asset.

Editing a Custom Fields Group

1. From the Top NavBar, select **Administration**. The Administration workspace opens. Click the Asset Types tile.



2. Click the Asset Type you want to edit and the Asset Types workspace opens. Click the appropriate Owned, Leased, or Mixed Ownership link.



3. Click the **edit** link next to the Custom Field Group you want to edit. The Edit Custom Field Group pop-up opens.

4. In the label field, edit the name of the Custom Field Group.

5. Click the Visible checkbox to display the Custom Field Group on the Asset.

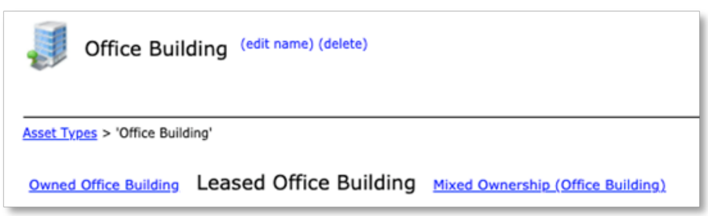
6. Click the Show as Tab checkbox to display the Custom Field Group as a Tab on the Asset.

7. Click **Okay**. The Custom Field Group is updated.

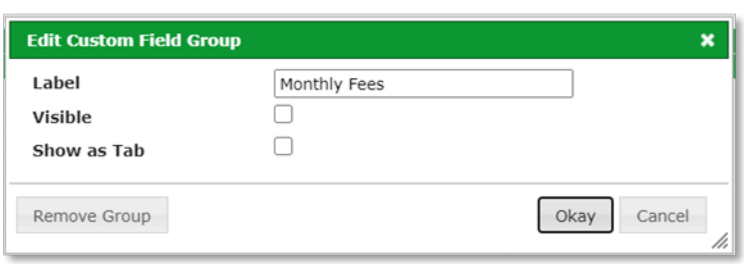
Deleting a Custom Field Group

A Custom Field Group can be deleted. When a Custom Field Group is deleted, all Custom Fields assigned to it are also deleted.

1. From the Top NavBar, select **Administration**. The Administration workspace opens. Click the Asset Types tile.

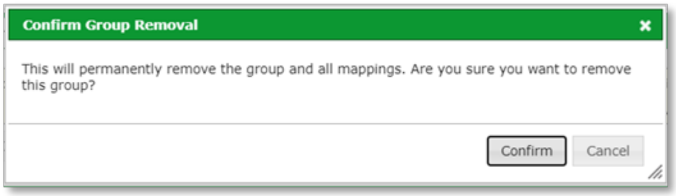


2. Click the Asset Type you want to edit and the Asset Types workspace opens. Click the appropriate Owned, Leased, or Mixed Ownership link



3. Click the **edit** link next to the Custom Field Group you want to delete. The edit Custom Field Group pop-up opens.

4. To delete the Custom Field Group, click **Remove Group**. The Confirm Group Removal pop-up opens.



5. Click **Confirm**. The Custom Field Group is deleted.

Adding Custom Fields to Custom Field Group for an Asset Type

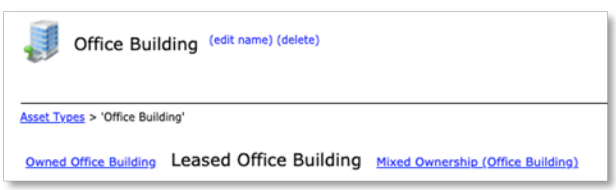
Real Estate Manager provides a set of default Custom Fields that you can associate with an Asset Type.

After an Asset Type is created, Custom Fields must be associated with the Asset Type. Custom Fields define different requirements, activities, or transactions that can be associated with the Asset Type. Custom Fields are organized into Groups you create for each Asset Type.

Click Default Custom Fields for the list of Default Custom Fields.

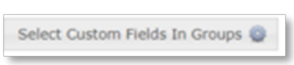
You can also create Custom Fields, which is discussed in the subsequent section. After you create a Custom Field, you can add it to other Custom Field Groups.

1. From the Top NavBar, select Administration. The Administration workspace opens.

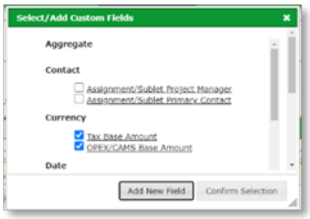


2. Click the Asset Types tile for the Asset Type for which want to add a Custom Field and the Asset Types workspace opens. Click the appropriate Owned, Leased, or Mixed Ownership link.

3. If no Custom Fields have been added, click the **here** link to see the Select/Add Custom Fields pop-up.

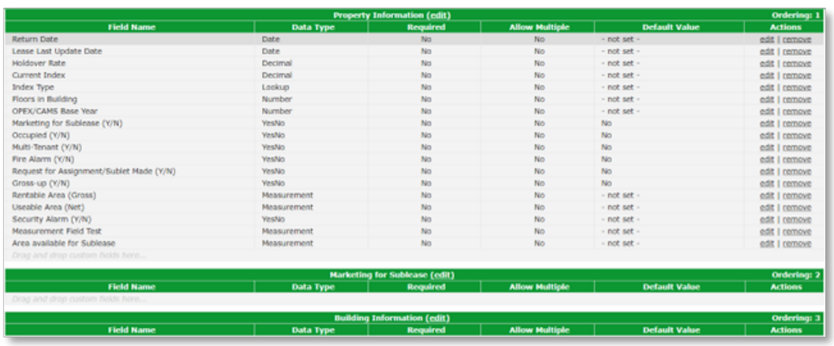


4. If you are adding more Custom Fields, click the **Gear** icon to get the Select/Add Custom Fields pop-up opens.



5. Click the checkbox(es) for the Custom Fields you want to add to a Custom Field Group.

6. Click **Confirm Selection**. The selected Custom Fields display on the Asset Types workspace. All selected Custom Fields automatically display under the first Custom Field Group.



> **Note:** A Custom Field can only be associated with one Custom Field Group.

7. Columns at the top of each Custom Field Group show information about the Custom Fields:
   a. Field Name – label for the field
   b. Data Type – type of information and format for the data
   c. Required – whether the field is required to have at least one value entered
   d. Allow Multiple – whether more than one value is permitted to be entered
   e. Default Value – value that automatically fills the field

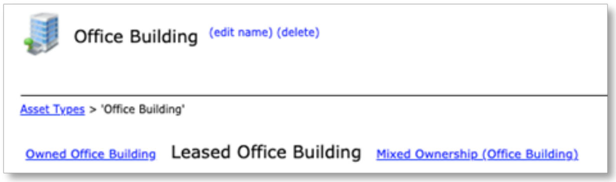
8. To move a Custom Field to another Custom Field Group, drag and drop the Custom Field to the location within the Custom Field Group.

9. To order the Custom Fields within a Custom Field Group, drag and drop a Custom Field within the Custom Field Group.

10. Click **Save Changes** to save the Custom Fields you added to the Asset Type.

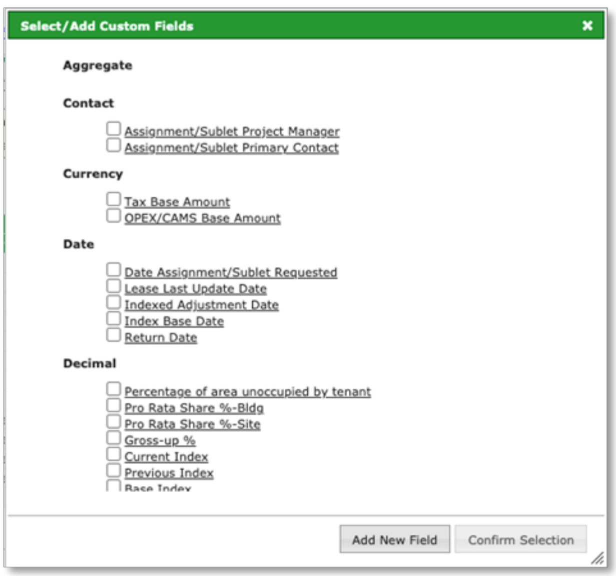
Creating Custom Fields for an Asset Type

1. From the Top NavBar, select **Administration**. The Administration workspace opens.

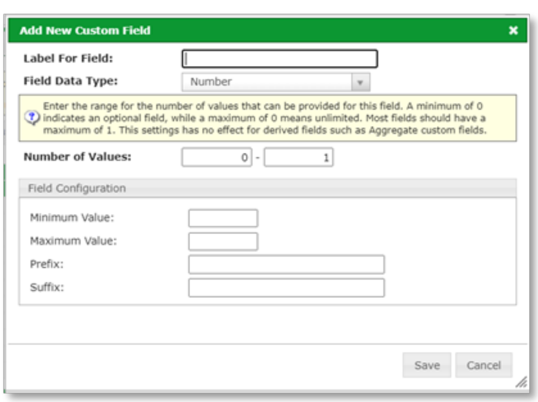


2. Click the Asset Types tile and the Asset Types Workspace opens. Click the Asset Type for which you want to create a new Custom Field and the workspace for the selected Asset Type opens. Click the appropriate Owned, Leased, or Mixed Ownership link.

3. If no Custom Fields have been added, click the **here** link to see the Select/Add Custom Fields pop-up.



4. If you are adding more Custom Fields, click the **Gear** icon to get the Select/Add Custom Fields pop-up opens.



5. In the Select/Add Custom Fields pop-up, click **Add New Field**. The Add New Custom Field pop-up opens.

6. From the Add New Custom Field pop-up, enter a name for the New Custom Field in the Label for Field data field.

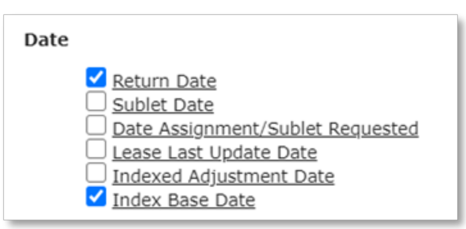
7. From the Field Data Type drop-down, select the type of data to be entered:
   a. Aggregate – combines data at the parent level for all child levels for a specific data field
   b. Contact – information for a person
   c. Currency – type of monetary currency used
   d. Date – date related to a transaction or activity
   e. Decimal – formats numbers that use decimals
   f. Lookup – provides a list of values for selection
   g. Number – numerical characters
   h. Text – alpha/numerical characters
   i. YesNo – binomial response is the only available selection for the field
   j. Measurement – reflects size
   k. Regex – regular expression
   l. MeasurementAggregate – combines measurement data at the parent level for all child levels

8. In the Number of Values field, enter minimum and maximum number of values that can be entered.
   a. A minimum of 0 (zero) indicates that the Custom Field is optional and not a required field. Enter at least 1 to make the Custom Field a required field.
   b. A maximum of 0 (zero) indicates that the number of values is unlimited. Most Custom Fields should have a maximum value of 1.

9. The Field Configuration section defines acceptable values for input. The Field Configuration differs depending on the Field Data Type selected. See   in the Appendix that describes each Field Configuration and the options available for each.

10. From the Add New Custom Field pop-up click Save to save the new Custom Field and the configuration settings.

11. Click the checkbox for the new Custom Field that displays in the appropriate section on the Select/Add Custom Fields pop-up.



12. Add a new Custom Field does not automatically associate the Custom Field with the Asset Type. You must click the checkbox for the new Custom Field on the Select/Add Custom Fields pop-up to associate it with the Asset Type.

13. From the Select/Add Custom Fields pop-up, click **Confirm Selection**. The new Custom Field displays on the Asset Type workspace in the first Custom Field Group.

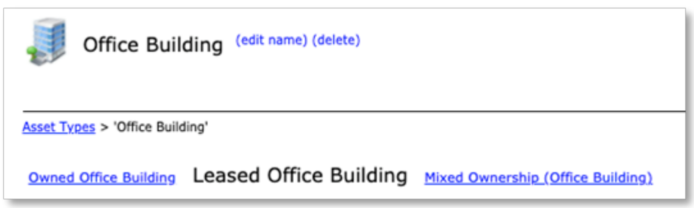
14. To move a Custom Field to another Custom Field Group, drag and drop the Custom Field to the location within the Custom Field Group.

15. To order the Custom Fields within a Custom Field Group, drag and drop a Custom Field within the Custom Field Group.

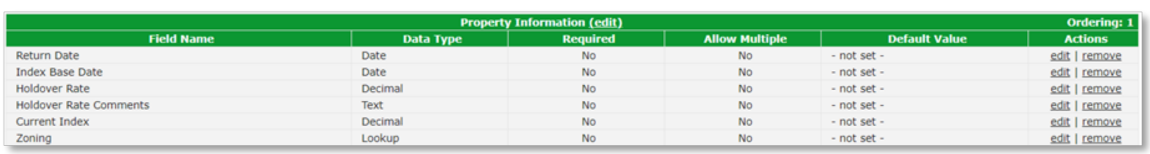
Editing a Custom Field

After a Custom Field is assigned to a Custom Field Group, you can edit the configuration for the Custom Field and change the default value defined. For example, you can update any of the field configurations for the minimum and maximum values for Currency to expand the range.

1. From the Top NavBar, select **Administration**. The Administration workspace opens.



2. Click the Asset Types tile for the Asset Type for which want to edit a Custom Field and the Asset Types Workspace opens for the selected Asset Type. Click the appropriate Owned, Leased, or Mixed Ownership link.



Property Information (edit)					Ordering: 1
Field Name	Data Type	Required	Allow Multiple	Default Value	Actions
Return Date	Date	No	No	- not set -	edit | remove
Index Base Date	Date	No	No	- not set -	edit | remove
Holdover Rate	Decimal	No	No	- not set -	edit | remove
Holdover Rate Comments	Text	No	No	- not set -	edit | remove
Current Index	Decimal	No	No	- not set -	edit | remove
Zoning	Lookup	No	No	- not set -	edit | remove

3. Click the **edit** link in the row for the Custom Field you want to edit.

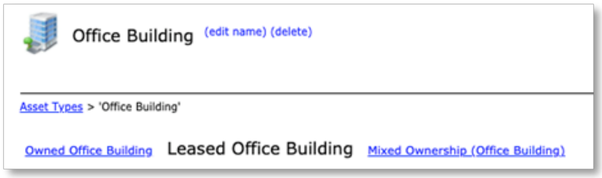
4. In the pop-up, edit the Custom Field as needed.

> **Note:** Each Custom Field has a different configuration. See the Configurations for Custom Fields in the preceding section to see a list of the configuration options for differ.

5. Click **Okay** to save your edits.

Deleting a Custom Field

1. From the Top NavBar, select **Administration**. The Administration workspace opens.



2. Click the **Asset Types** tile for the Asset Type for which want to delete a Custom Field and the Asset Types Workspace opens for the selected Asset Type. Click the appropriate Owned, Leased, or Mixed Ownership link.

Property Information (edit)					Ordering: 1
Field Name	Data Type	Required	Allow Multiple	Default Value	Actions
Return Date	Date	No	No	- not set -	edit | remove
Index Base Date	Date	No	No	- not set -	edit | remove
Holdover Rate	Decimal	No	No	- not set -	edit | remove
Holdover Rate Comments	Text	No	No	- not set -	edit | remove
Current Index	Decimal	No	No	- not set -	edit | remove
Zoning	Lookup	No	No	- not set -	edit | remove

3. Click the **remove** link in the row for the Custom Field you want to delete. The Custom Field no longer displays.

> **Note:** Deleting a Custom Field that is used on an existing Asset removes the Custom Field and the data for the Custom Field for the Asset.

4. Click **Save Changes** to save the deletion.

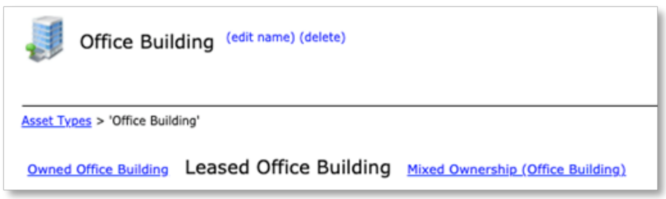
Maintaining Compliance Items for an Asset Type

Adding Compliance Items

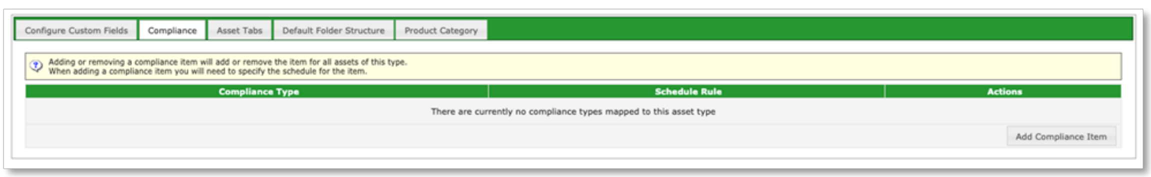
Compliance Items are defined and configured for each Asset Type.

1. From the Top NavBar, select **Administration**. The Administration workspace opens.

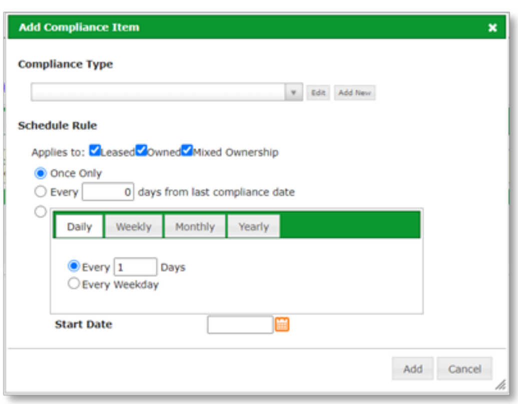
2. Click the Asset Types tile for the Asset Type for which want to add a Compliance Item and the Asset Types workspace opens for the selected Asset Type. Click the appropriate Owned, Leased, or Mixed Ownership link.



3. Click the Compliance tab and the Compliance workspace opens.



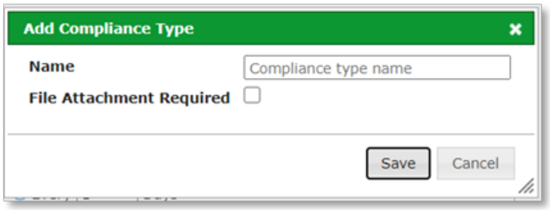
4. Click **Add Compliance item**. The Add Compliance Item pop-up opens.



> **Note:** Existing Compliance Types display in the Compliance Type drop-down. The first time you enter a Compliance Item, you will need to add a new Compliance Type.

5. From the Compliance Type drop-down, select the Compliance Type.

6. To add a new Compliance Type, click **Add New** next to the Compliance Type drop-down and the Add Compliance Type pop-up opens.



7. Enter a label for the Compliance Type in the Name field.

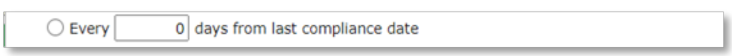
8. If a document is required to be completed to fulfill the Compliance Item, check the File Attachment Required checkbox.

9. Click **Save** to save the Compliance Type and the new Compliance Type displays in the Compliance Type drop-down.

10. From the Add Compliance Item pop-up, and click the Leased, Owned, Mixed Ownership checkboxes for the assets in the Asset Type that are required to comply with the Compliance Item.

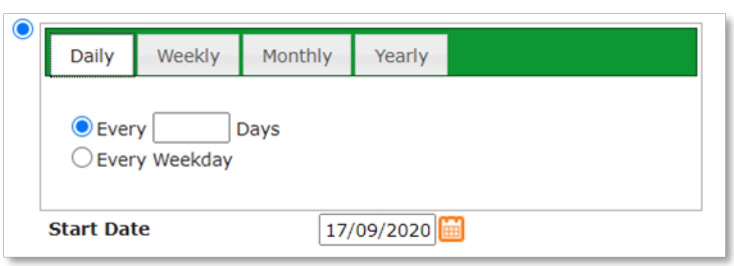
11. Click the **Once only** radio button if the Compliance Item is fulfilled with one action.

12. Click **Every…. Days from last compliance date** radio button if compliance is fulfilled periodically based on when the last compliance action was taken and enter the number of days in the field.



13. Click the radio button next to the section that allows you to schedule a compliance action. Click the Daily, Weekly, Monthly, or Yearly tab to select the type of schedule you want to define for the compliance action.

14. To define a daily schedule, select the **Daily** tab:

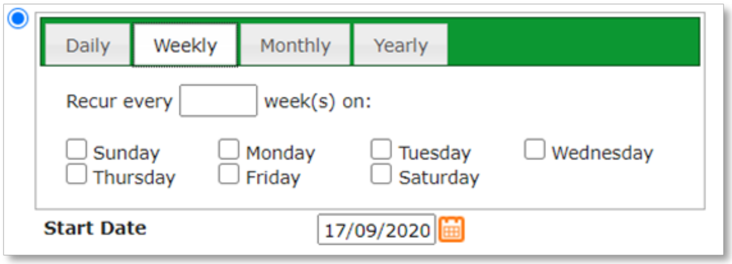


15. Click the **Every…Days** radio button to define a schedule every number of days entered.

16. Click the **Every Weekday** radio button to define a schedule for the compliance action Monday – Friday.

17. Enter the Start Date for the schedule or click the **Calendar** icon and select the Start Date.

18. To define a weekly schedule, select the **Weekly** tab:

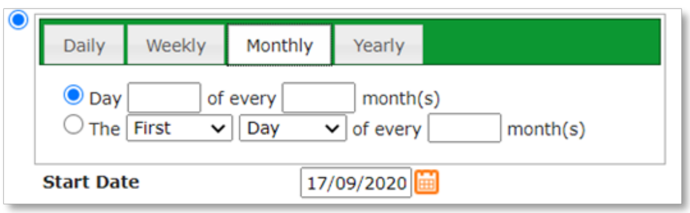


19. In the Recur Every ….week(s) on: field, enter the frequency of the weekly schedule, such as every 2 weeks.

20. Check the appropriate checkbox for the day of the week on which the compliance action should occur.

21. Enter the Start Date for the schedule or click the Calendar icon and select the Start Date.

22. To define a monthly schedule, select the **Monthly** tab:

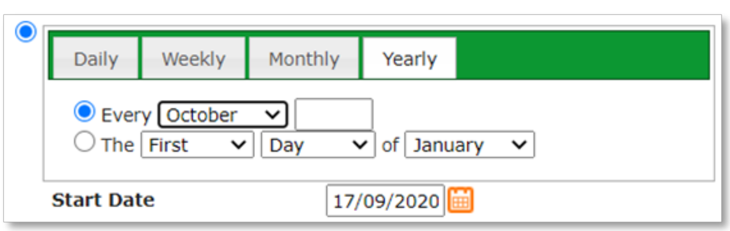


23. Click the **Day…of every … month(s)** radio button to define a schedule that sets a specific date every number of months on which the compliance action should occur.

24. Click The **First Day of every …. Month(s)** radio button to define a schedule that sets a specific date each month on which the compliance action should occur.

25. Enter the Start Date for the schedule or click the **Calendar** icon and select the Start Date.

26. To define an annual schedule, select the **Yearly** tab:

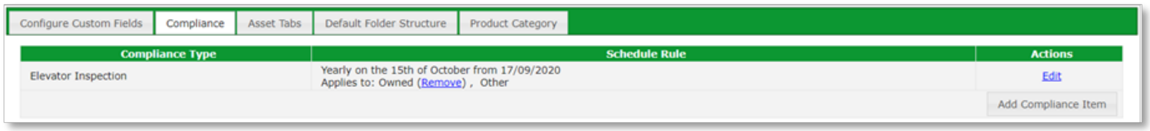


27. Click the **Every** radio button and select the month from the drop-down and optionally enter a specific data to define a schedule that sets a specific month and date on which the compliance action should occur.

28. Click the second radio button to define a schedule that allows you to set whether the compliance action should occur on the first, second, third, or fourth day or day or the week in a specific month on which the compliance action should occur.

29. Enter the Start Date for the schedule or click the **Calendar** icon and select the Start Date.

30. Click **Add** to save the Compliance Item to the Asset Type. The Compliance Item displays on the Compliance workspace.

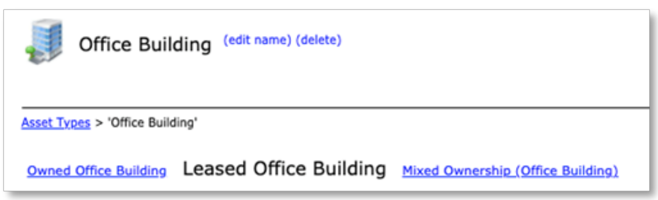


Editing a Compliance Item

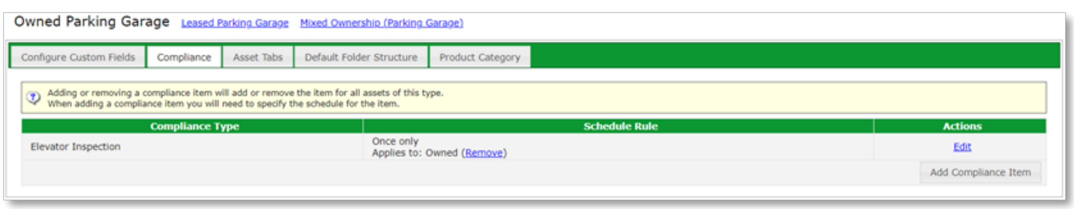
After a Compliance Item is added to an Asset Type, you can update it or delete it. You can update the schedule, whether attachments are required, and the name of the Compliance Type.

1. From the Top NavBar, select **Administration**. The Administration workspace opens.

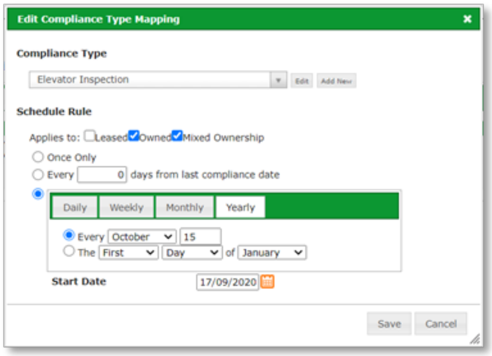
2. Click the Asset Types tile for the Asset Type for which want to edit a Compliance Item and the Asset Types workspace opens for the selected Asset Type. Click the appropriate Owned, Leased, or Mixed Ownership link.



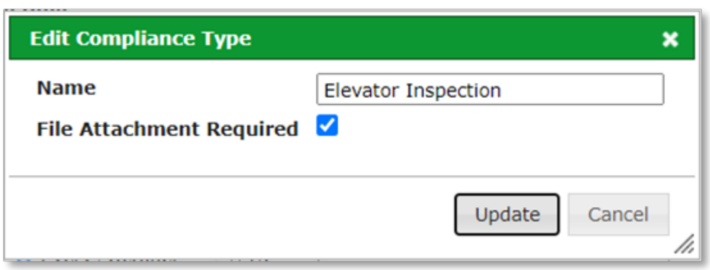
3. Click the Compliance tab. The Compliance workspace opens.



4. Click the **edit** link next to the Compliance Item you want to edit. The Edit Compliance Type Mapping pop-up opens and displays the current settings.



5. To change the Compliance Type label, click **Edit**. The Edit Compliance Type pop-up opens. Edit the label for the Compliance Type in the Name field.



6. Click the **File Attachment Required** checkbox to indicate whether a document is required to fulfill the compliance action.

7. Click **Update** to save the edited Compliance Type.

8. On the Edit Compliance Type Mapping pop-up, update the ownership types and schedule definitions in the Schedule Rule section as appropriate.

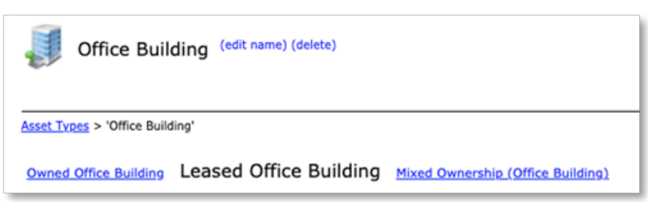
9. Click **Save** to update the Compliance Item.

Deleting a Compliance Item

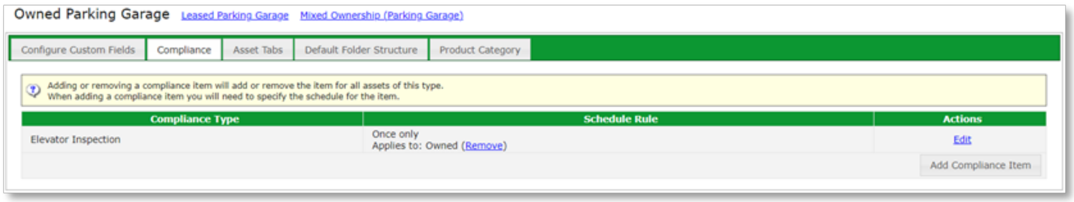
After a Compliance Item is added to an Asset Type, you can delete it.

1. From the Top NavBar, select **Administration**. The Administration workspace opens.

2. Click the Asset Types tile for the Asset Type for which want to delete a Compliance Item and the Asset Types workspace opens for the selected Asset Type. Click the appropriate Owned, Leased, or Mixed Ownership link.



3. Click the Compliance tab. The Compliance workspace opens.



4. Click the **remove** link next to the Compliance Item you want to delete and the Compliance Item is deleted.

Note: The Asset Tabs that display are user-specific based on the access permissions assigned to each user.

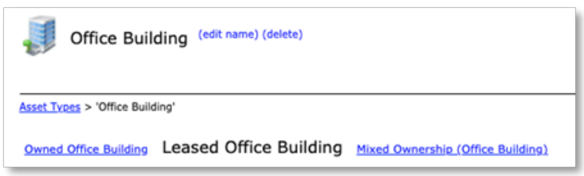
Configuring Asset Tabs

Real Estate Manager allows you to configure the tabs that display for an Asset. The following two tabs are not optional and always display:

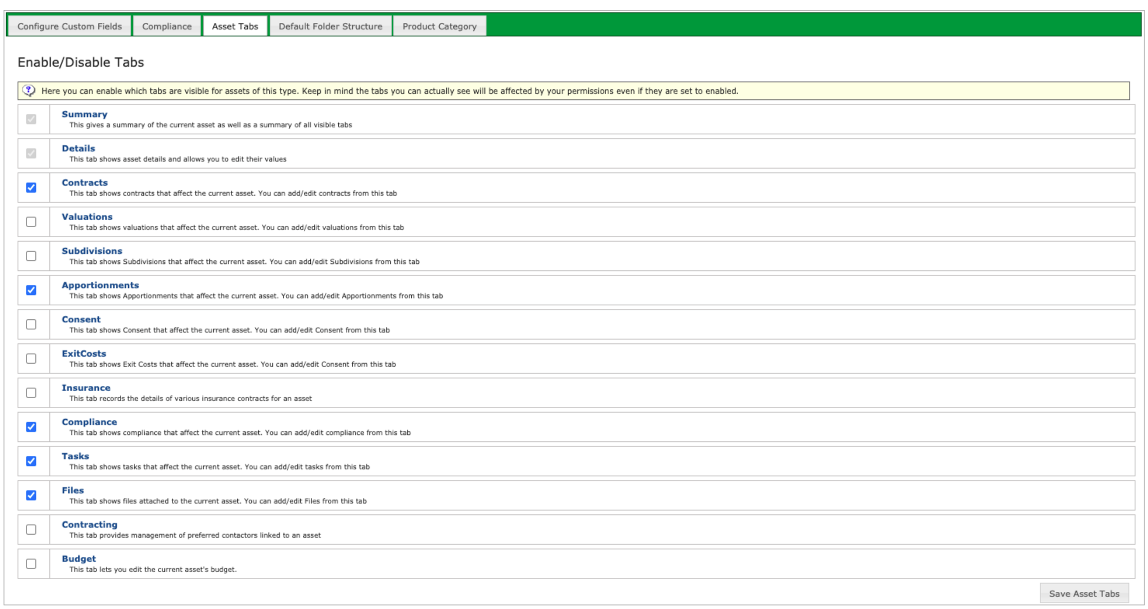
- **Summary** – summarizes all the information for Tabs that are configured to be visible for the Asset.
- **Details** – shows detailed information, including data fields that can be edited for the Asset.

Selecting Asset Tabs for Display

1. From the Top NavBar, select **Administration**. The Administration workspace opens.
2. Click the Asset Types tile for the Asset Type for which you want to select Asset Tabs for display and the Asset Types workspace opens for the selected Asset Type. Click the appropriate Owned, Leased, or Mixed Ownership link.



3. Click the Asset Tabs tab and the Asset Tabs workspace opens.



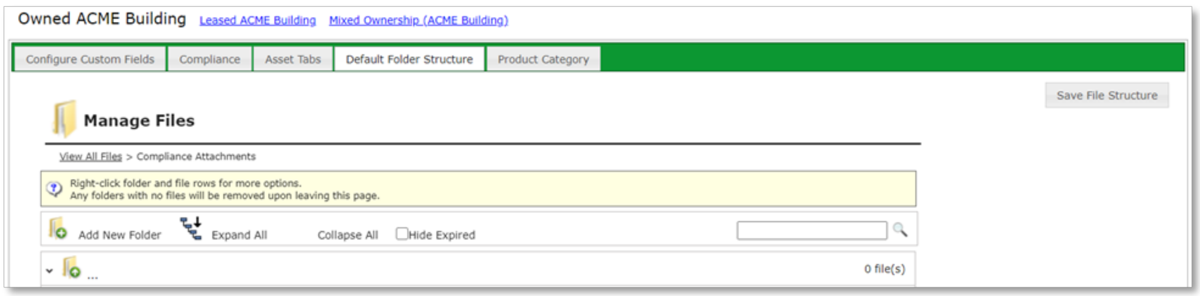
4. Check the boxes next to the Asset Tabs that you want to display.
5. Click **Save Asset Tabs**. The selected Asset Tabs will display for authorized users for assets assigned to the Asset Type.

Note: The folder structure you create for each Asset Type is automatically inherited by each Asset you add for the Asset Type. You do not need to move the folder structure to an Asset. You can also edit the folder structure for each Asset.

Defining the Default Folder Hierarchy for an Asset Type

The folder structure you create for each Asset Type is automatically inherited by each Asset you add for the Asset Type. You do not need to move the folder structure to an Asset. You can also edit the folder structure for each Asset.

The Default Folder Structure workspace allows you to define a folder hierarchy for storing attached documents for the Asset Type. This workspace includes several functions to help you view files, search for files, and maintain the folder structure.



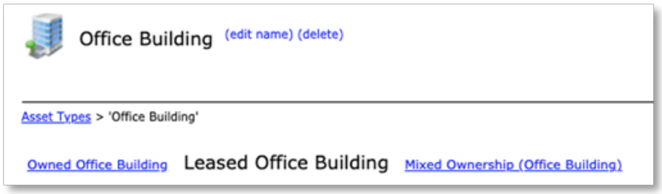
The Default Folder Structure workspace includes several functions to help you view files that are described in the following table.

Icon	Name	Description
	Expand All	Expands all folders and subfolders.
Collapse All	Collapse All	Collapses all folders in the structure.
›	Show	Click to expand subfolders of one folder.
⌄	Hide	Click to collapse subfolders of one folder.
☐Hide Expired	Hide Expired	Documents can be assigned expiration dates when they are uploaded to the system. Selecting the Hide Expired checkbox does not display expired documents.

Adding a New Folder

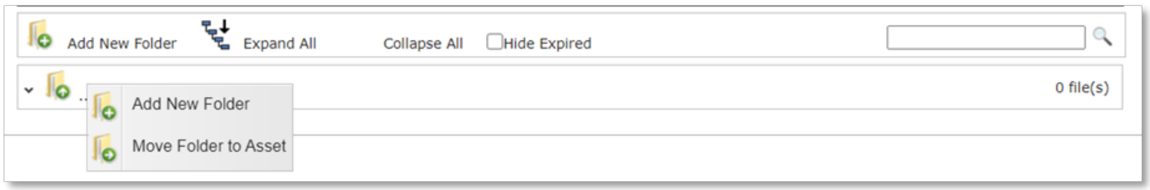
1. From the Top NavBar, select **Administration**. The Administration workspace opens.

2. Click the Asset Types tile for the Asset Type for which you want to add a folder and the Asset Types workspace opens for the selected Asset Type. Click the appropriate Owned, Leased, or Mixed Ownership link.



3. Click the **Default Folder Structure** tab and the workspace will open.

4. To add a new folder at the top level of the tree, click **Add New Folder**.



5. To add a subfolder, right-click the folder under which you want to add a folder and select **Add New Folder**.

6. From the Add New Folder pop-up, enter the folder label in the New Folder Name field and click **Save**.

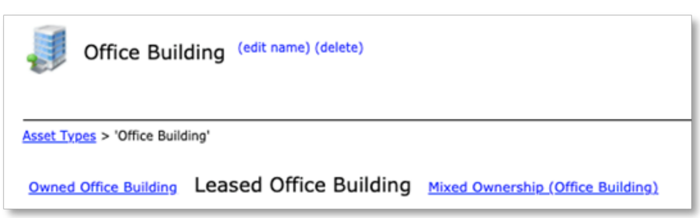
7. From the Default Folder Structure workspace, click **Save File Structure**.

Editing a Folder

Folders can be renamed or deleted.

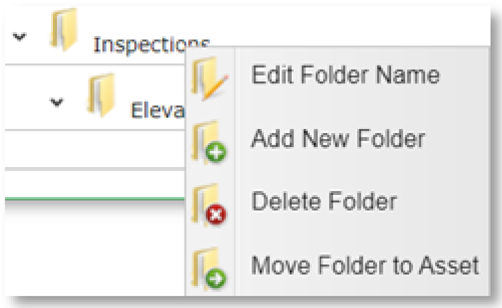
1. From the Top NavBar, select **Administration**. The Administration workspace opens.

2. Click the Asset Types tile for the Asset Type for which you want to edit a folder, and the Asset Types workspace opens for the selected Asset Type. Click the appropriate Owned, Leased, or Mixed Ownership link.

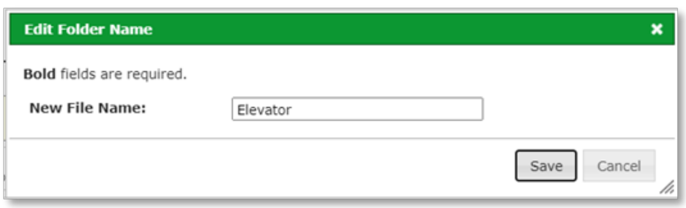


3. Click the **Default Folder Structure** tab and the workspace opens.

4. To edit the name of a folder, right-click on the folder and select **Edit Folder Name**.



5. In the pop-up, edit the folder name.



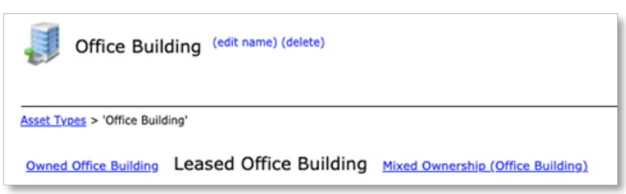
6. Click **Save**.

7. From the Default Folder Structure workspace, click **Save File Structure** to save the edits made.

Deleting a Folder

1. From the Top NavBar, select **Administration**. The Administration workspace opens.

2. Click the Asset Types tile for the Asset Type for which you want to delete a folder, and the Asset Types workspace opens for the selected Asset Type. Click the appropriate Owned, Leased, or Mixed Ownership link.



3. Click the Default Folder Structure tab and the workspace opens.

4. To delete a folder, right-click on the folder and select **Delete Folder**.

Note: When a folder is deleted, all subfolders are also deleted.

5. From the Default Folder Structure workspace, click **Save File Structure**.

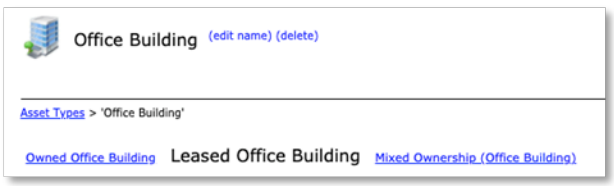
Assigning Product Categories to an Asset Type

A Product Category may be assigned to the Asset Type to help group Asset Types. A Product Category is used when Real Estate Manager is integrated with another system that uses the Property Category for calculating depreciation and Present Value. A set of default Product Categories is provided. Selecting a Product Category is optional unless you are performing a lease accounting synchronization with LeaseAccelerator's Lease Accounting Manager.

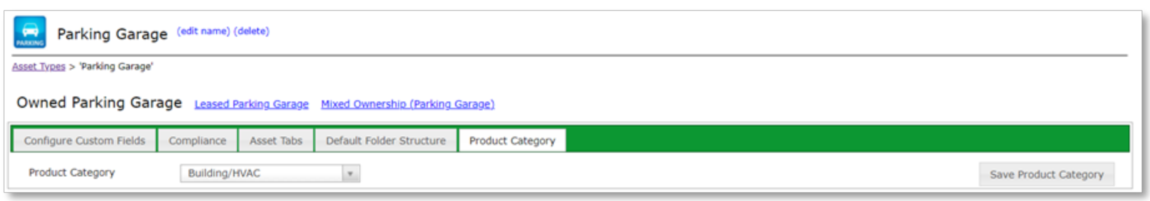
Assigning a Product Category to an Asset Type

1. From the Top NavBar, select **Administration**. The Administration workspace opens.

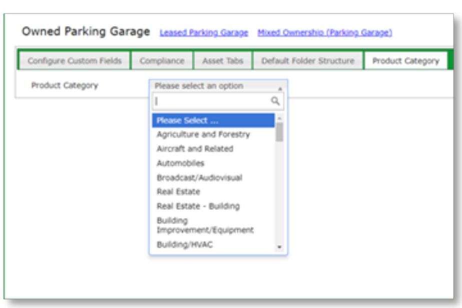
2. Click the Asset Types tile for the Asset Type for which want to select a Product Category and the Asset Types workspace opens for the selected Asset Type. Click the appropriate Owned, Leased, or Mixed Ownership link.



3. Click the **Product Category** tab and the workspace opens.



4. From the Product Category drop-down, select the Product Category you want to associate with the Asset Type.



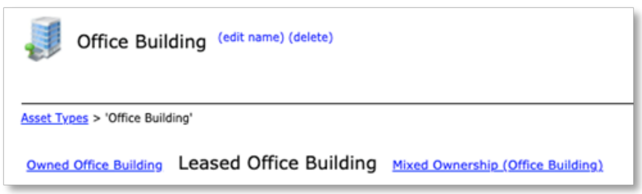
Note:
One of two relevant Real Estate Product Categories should be chosen:

- Real Estate – Building
- Real Estate - Land

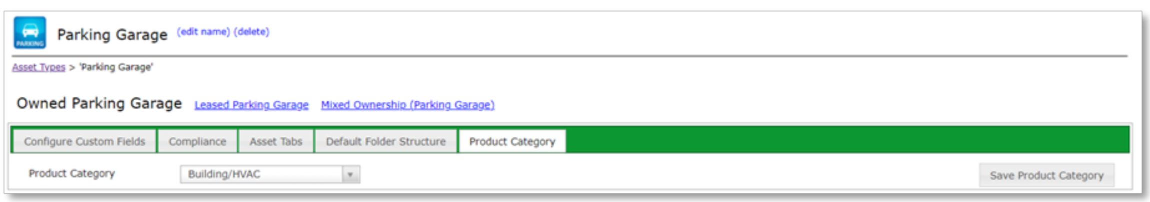
5. Click **Save Product Category**.

Editing a Product Category

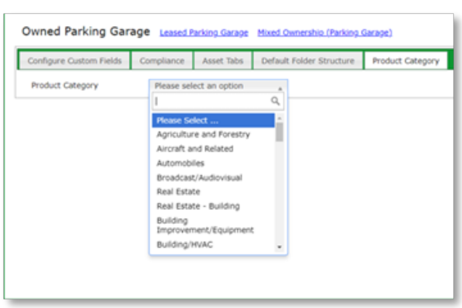
1. From the Top NavBar, select **Administration**. The Administration workspace opens.
2. Click the **Asset Types** tile for the Asset Type for which want to edit the Product Category and the Asset Types workspace opens for the selected Asset Type. Click the appropriate Owned, Leased, or Mixed Ownership link.



3. Click the **Product Category** tab and the workspace opens.



4. From the Product Category drop-down, select the new Product Category you want to associate with the Asset Type.



Note:
One of two relevant Real Estate Product Categories should be chosen:

- Real Estate – Building
- Real Estate - Land

5. Click **Save Product Category**.

Default Custom Fields

After master data is created, Custom Fields must be associated with the data. Custom Fields define different requirements, activities, or transactions that can be associated with the data. Custom Fields are organized into Groups you create. Real Estate Manager provides a default set of Custom Fields that you can select or you can create new Custom Fields. The table below lists the default Custom Fields that may be available.

Custom Field Type	Custom Field	Description
Aggregate		A combination of multiple data points.
Contact	Assignment/ Sublet Project Manager	Name of a person or company.
Contact	Assignment/ Sublet Primary Contact	Name of a person or company for assigned or sublet lease.
Currency	Tax Base Amount	Base amount for Tax purposes.
Currency	OPEX/CAMS Base Amount	Operating Expenses (OPEX) or Common Area Maintenance (CAMS) expenses base amount.
Date	Date Assignment/Sublet Requested	Date an assignment or sublet was requested for the asset.
Date	Lease Last Update Date	Date the lease was last updated.
Date	Indexed Adjustment Date	Date any lease adjustment rates based on an index were made.
Date	Index Base Date	Date the index used to calculate adjustments was last updated.
Date	Return Date	Date asset is to be vacated.
Decimal	Percentage of area unoccupied by tenant	Percent of leased area not currently occupied.
Decimal	Pro Rata Share %-Bldg	Proportionate share, the ratio of the tenant's rentable square footage compared to the entire rentable square footage.
Decimal	Pro Rata Share %-Site	Proportionate share, the ratio of the tenant's rentable square footage compared to the entire rentable square footage of a piece of property, such as land or an entire site or group of buildings.
Decimal	Gross-up %	Refers to how a landlord calculates a tenant's pro-rata share of operating expenses when the building is not full. The landlord begins with the actual operating expenses, imputes the operating expenses that would be incurred if the building were fully occupied to determine the "grossed up" expenses, and then multiplies that "grossed up" total by the tenant's pro-rata share to determine the amount of operating costs that the tenant will pay.

Custom Field Type	Custom Field	Description
Decimal	Current Index	Currently applied interest rate that is based on a specific benchmark, such as the prime rate, with rate changes based on the movement of the benchmark.
Decimal	Previous Index	Previously used interest rate that was based on a specific benchmark, such as the prime rate, with rate changes based on the movement of the benchmark.
Decimal	Base Index	Interest rate of the benchmark effective at commencement.
Decimal	Holdover Rate	Excess amount (usually expressed as a percentage) of the rental rate to be paid when a tenant remains in possession of the leased asset after the expiration of the lease term.
Lookup	Zoning	Municipal or local laws or regulations that dictate how real property can and cannot be used in certain geographic areas.
Lookup	Exposure (N/E/S/W)	Direction the front of a building faces.
Lookup	RE Strategy	This is the process of aligning an organization's workplaces to support its business goals, while optimizing real estate performance.
Lookup	Index Type	The type of index, such as prime rate, upon which rate changes are based.
Lookup	Lease Abstracted By	Name of person who extracted the lease information.
Lookup	Lease Reviewed/Approved By	Person who reviewed or approved a lease.
Lookup	HR Site ID	Unique identifier for a Human Resources system.
Lookup	RE Status	Status of property from the Corporate Real Estate department.
Number	Floors in Building	Number of floors within the building.
Number	Floors Occupied	Number of floors in use.
Number	Year Built	Year property was constructed.
Number	Tax Base Year	Year upon which the tax assessment is based.
Number	OPEX/CAMS Base Year	Year upon which the Operating Expenses (OPEX) or Common Area Maintenance Service (CAMS) fees are based.
Number	Last Year Audited	Year of most recent audit.
Number	FTE Headcount	Number of full-time employees.
Number	FTE Capacity	Number of full-time employees for which space is available.
Text	Primary use	Describes how the property is primarily employed.
Text	Construction Type	Identifier for the type of materials used or method of construction for property.
Text	Assignment/Sublet Lease Reference	Identifier for the agreement that assigns or sublets a property.
Text	Assignment/Sublet Status	State of an assignment or sublet of a property.

Custom Field Type	Custom Field	Description
Text	RE Comments	Information about a property.
Text	Indexed Adjustment Comments	Information about changes to costs or fees based on an index rate.
Text	Lease Reference	Identifier for a rental agreement.
Text	Property tax comments	Information about taxes assessed.
Text	OPEX/CAMS comments	Information about Operating Expenses (OPEX) or Common Area Maintenance Service (CAMS) costs.
Text	Audit Restriction Comments	Information about any limitations on an audit.
Text	Deadline to dispute/audit/settle	Date before which a contested issue must be identified to all parties, investigated, or settled.
Text	Interest Bearing Comments	Information about costs or fees that may be subject to interest.
Text	Holdover Rate Comments	Information about the rate used to adjust the rental and potentially other costs when a leased space is not vacated at the end of the lease term.
Text	Method of Notice Comments	Information about notifications that pertain to the method of delivery.
YesNo	Marketing for Sublease (Y/N)	Indicates whether the Asset is being marketed as available for sublease.
YesNo	Occupied (Y/N)	Indicates whether the property is currently occupied.
YesNo	Multi-Tenant (Y/N)	Indicates whether the property is used by more than one lessee. Yes means there are multiple tenants and No indicates that it is a single tenant property.
YesNo	Fire Sprinklers (Y/N)	Indicates whether fire sprinklers are installed.
YesNo	Fire Alarm (Y/N)	Indicates whether fire alarms are installed.
YesNo	Security Alarm (Y/N)	Indicates whether a security alarm is installed.
YesNo	Security Guards (Y/N)	Indicates whether security guards are used.
YesNo	Permission Required (Y/N)	Indicates whether permission is required from Landlord for an unspecified action.
YesNo	Request Made (Y/N)	Indicates whether a request has been made to Landlord for unspecified action.
YesNo	Request for Assignment/Sublet Made (Y/N)	Indicates whether a request for assignment or sublease has been made to the Landlord.
YesNo	Lease Fully Abstracted (Y/N)	Indicates whether the lease agreement has been fully recorded in system.
YesNo	Gross-up (Y/N)	Indicates whether the OPEX/CAMS costs recorded are grossed up.

Custom Field Type	Custom Field	Description
YesNo	Restrictions on who can perform audit? (Y/N)	Indicates whether there are any limitations on who can perform an audit.
YesNo	Interest Bearing? (Y/N)	Indicates whether the agreement includes interest.
YesNo	Permission Required for Assignment/Sublet (Y/N)	Indicates whether permission to assign or sublet is needed from the Landlord, per the lease agreement.
Measurement	Measurement Field Test	Indicates the method of measurement used to assess the size of the property.
Measurement	Area available for Sublease	Total square area available for sublease.
Measurement	Building Area	Total square area of building.
Measurement	Land Area	Total square area of land.
Measurement	Unoccupied Area	Square area of building not occupied.
Measurement	Rentable Area (Gross)	Total square area available for lease.
Measurement	Useable Area (Net)	Square feet that can be occupied or used.
Regex		Advanced version of the text data type where you can specify a regular expression that the text must match.
Measurement Aggregate		Gives ability to add up all child asset measurement fields to show one value under parent asset For Unit of Measure (UOM) fields.

Configurations for Custom Fields

Most Data Field Types are configured to define ranges, values, and display options in the Field Configuration section of the Add New Custom Field pop-up. The table below lists and describes the field configuration options available.

Custom Field Data Type	Field Configuration
Aggregate	Aggregates (sums) the values in the fields you select for aggregation.
Contact	No field configuration options, which allow for free form text to be recorded.
Currency	Minimum and maximum monetary values that can be entered.
Date	Restricts dates that can be entered or selected, including allowing dates prior to the current date, dates following the current date, and a date range.
Decimal	Defines the format for data that displays as a decimal, including the minimum and maximum values and the number of decimal places.
Lookup	Drop-down list. Some may have ability to Add and Select to add to list.
Number	Defines the minimum and maximum acceptable values, a prefix such as a currency sign, and a suffix, such as US.

Custom Field Data Type	Field Configuration
Text	Defines the minimum and maximum number of characters allowed and whether or not the text wraps into multiple lines.
YesNo	Allows you to change the label that displays for binomial field data types.
Measurement	Defines the minimum and maximum values for any measured spaces and allows you to identify whether the measurement is recorded in linear area or square area.
Regex	Advanced version of the text data type where you can specify a regular expression that the text must match.
Measurement Aggregate	Aggregates (sums) measurements in fields you select for aggregation.

Advanced Custom Field Functions

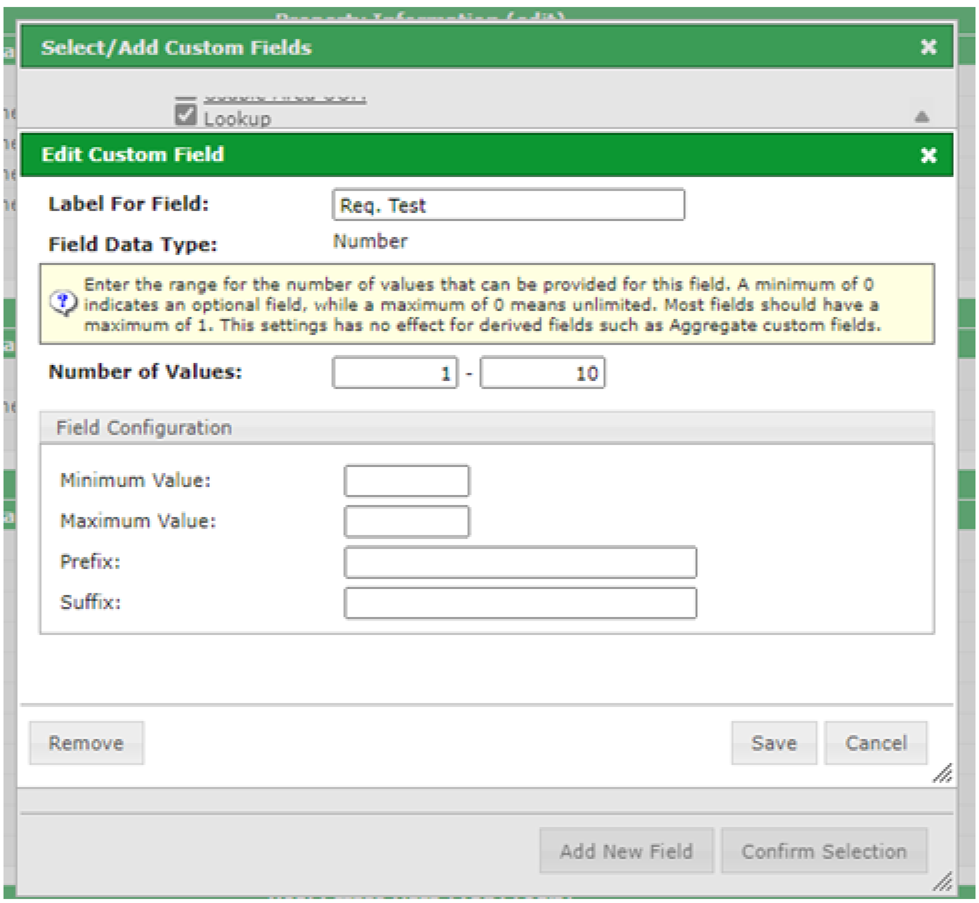
The advanced custom field functions in Real Estate Manager (Real Estate Management) include how the user can create required fields, allow multiple values, and manage lookup field choices.

Required Fields

Making a New Custom Field Required

When creating a new custom field that should be required:

1. Set the **Number of Values** field to any number greater than 1.
2. When you add this field to an entity type (asset, contract, cost category, or invoice type), you will be required to set a default value.
3. Click **Save**.



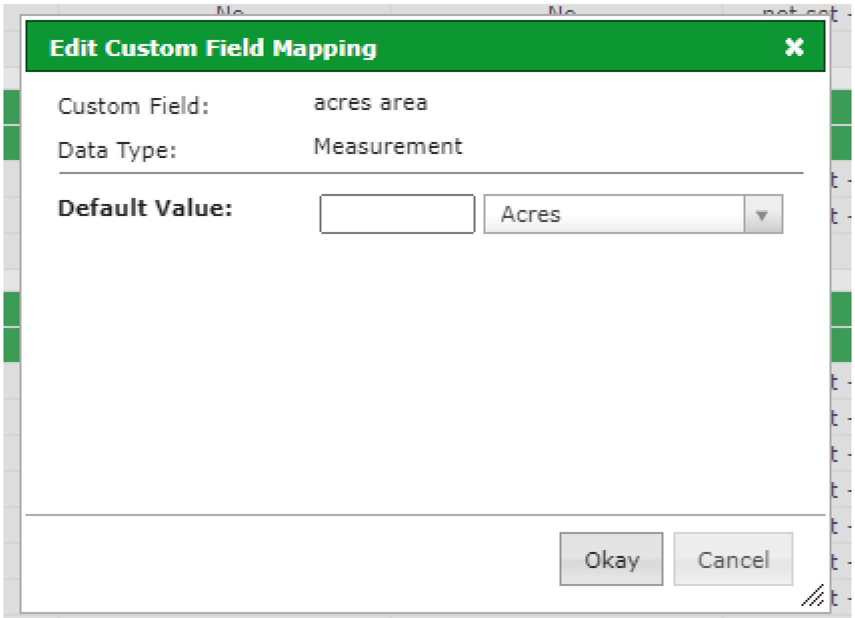
Making an Existing Custom Field Required

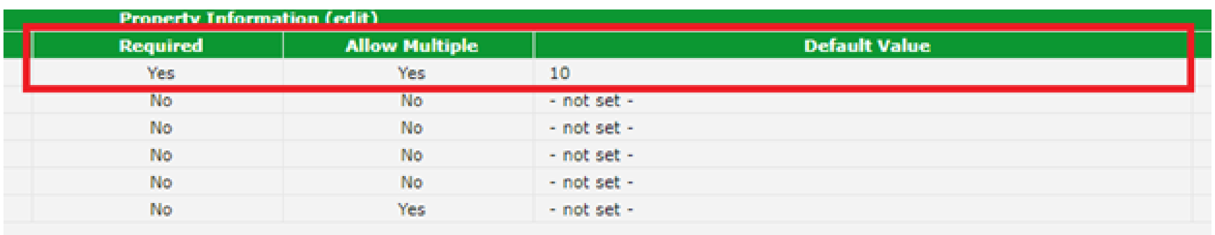
To convert an existing optional field to required:

1. First, identify all entity types where the field is currently in use.
2. Set a default value for the field on each entity type.

3. Only after setting default values can you change the **Number of Values** to greater than 0.

> **Note:** Real Estate Manager will prevent you from making a field required until default values are set for all entity types using that field.





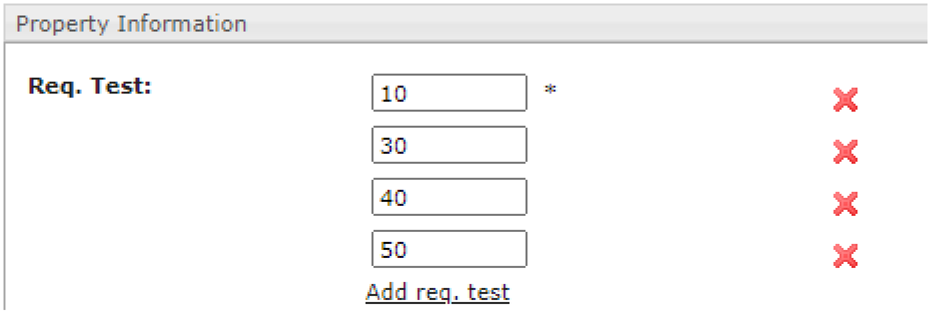
Property Information (edit)

Required	Allow Multiple	Default Value
Yes	Yes	10
No	No	- not set -
No	No	- not set -
No	No	- not set -
No	No	- not set -
No	Yes	- not set -

Multiple Values Functionality

Real Estate Manager allows users to add multiple instances of a custom field when the **Number of Values** is set to >1. For example, let's set a client wants to track all floors where there are fire extinguishers. Instead of creating separate fields for each floor or using comma-separated values in a single field, the user can:

1. Create one custom field for "Fire Extinguisher Floors".
2. Set **Number of Values** to allow multiple entries.
3. Add the appropriate number of floor entries for each specific asset. A warning message will be shown if you try to save when there are too many or too few instances of a custom field in use.



This functionality offers several benefits, including a cleaner UI presentation and the elimination of the need to create multiple similar fields. It allows for a flexible number of entries per asset, which enhances adaptability. Additionally, it contributes to better data organization, making the overall system more efficient and user-friendly.

The following are the value limits and validations:

- You can temporarily exceed or fall below the allowed number of values while editing.
- Real Estate Manager validates the count when attempting to save.
- An error message will prevent saving if the number of values is outside the allowed range.
- You must add or remove field instances to meet the requirements before saving.

Lookup Field Choices

Allowing User Additions

You can enable users to add their own values to lookup fields:

1. Check the **Allow Additions** checkbox when configuring the lookup field.
2. You can add new options while using the field.
3. New user-added options automatically become available choices for all users.
4. These additions appear in the lookup list as if you had created them originally.

Screenshot needed: Lookup field configuration showing Allow Additions checkbox

Managing User-Added Values

Removing Lookup Values

To remove a user-added lookup value:

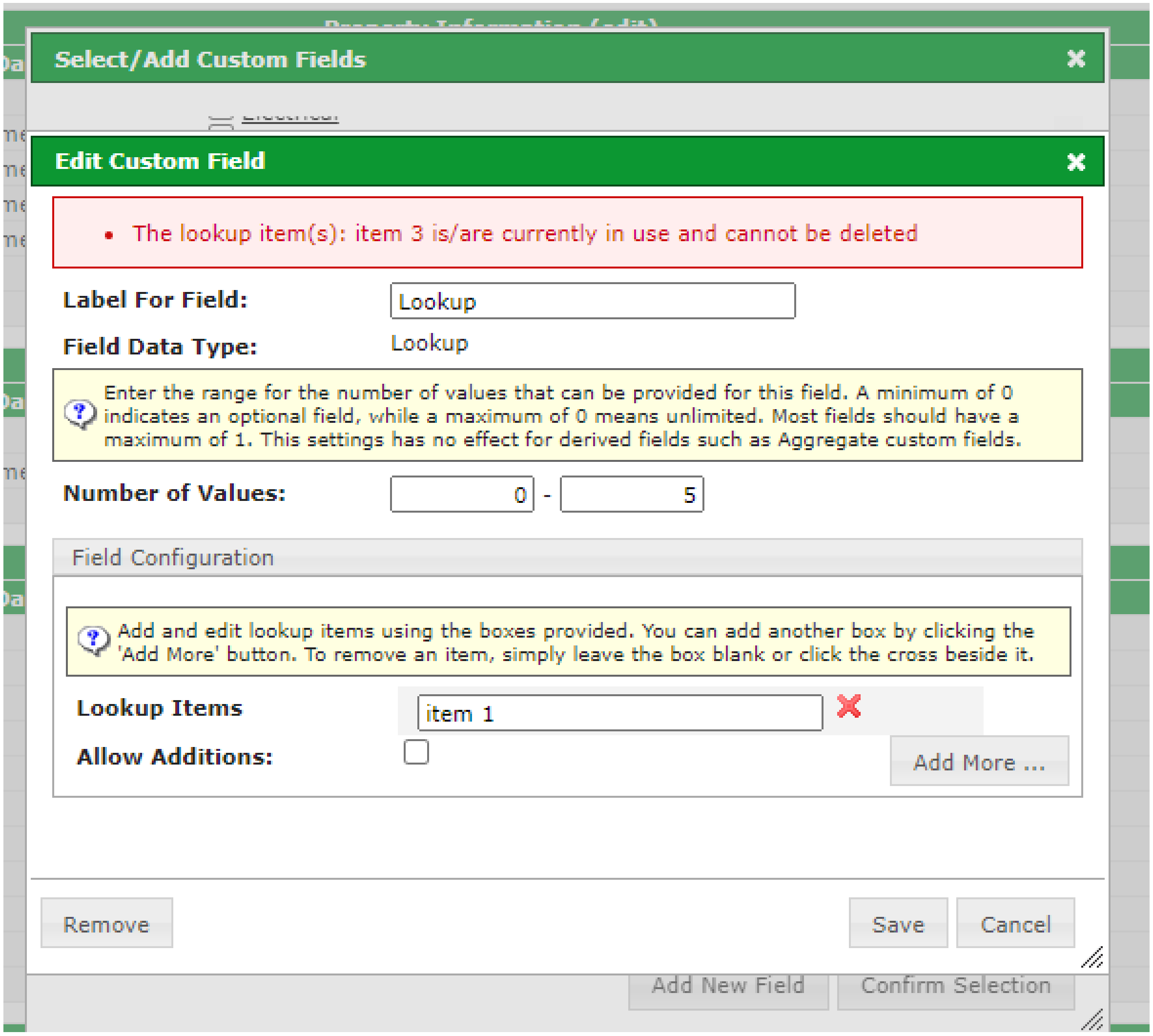
1. Navigate to the **Administration** section.
2. Find the **Custom Field Configuration** and remove the unwanted choice from the field settings.

Deletion Restrictions

The behavior when removing lookup values depends on the **Allow Additions** setting:

When Allow Additions is not checked:

- Real Estate Manager will show an error if you try to delete a value that's currently in use.
- The lookup item cannot be deleted while it's selected in any entity.
- You must first change the value in all entities using it.



When Allow Additions is checked:

- Real Estate Manager will allow you to remove the lookup item even if it's in use.
- However, you can add the value back since additions are allowed.

Field Value Display

Multiple field values are displayed as comma-separated lists in the interface. This provides a clean, readable format for viewing multiple entries. Each value remains individually editable.

	A	B
1	**Name**	**Req. Test**
22	REM Acme HQ3	
23	REM Acme HQ4	
24	REM Acme HQ5	
25	REM TESTING DEMO 1	
26	sync text ND HUB 5	
27	Turbine 1012	
28	Turbine 1020	
29	Turbine 1045	20, 30, 40, 50, 10
30	**assets Totals**	
31		

Version Summary

Version	Changes/Updates	Date
21R2.1	Guide created. Asset Types broken out from larger guide.	07/26/2021
23R3	Removed all reference to Real Estate Manager.	08/03/2023