

Asset Management Module Configurations

This workbook contains two worksheets that represent core configuration components in Florida PALM. Column/field definitions and instructions are provided below. This configuration workbook contains the following Asset Management module configurations to which agency-specific values are being obtained to set up in Florida PALM:

- Location Definition
- Area ID Values

Smartsheet Navigation:

Florida PALM Workbook for (Agency) > Inventories > Configuration Workbook Inventory > Asset Management (AM)

Location Definition

Error Messages	Configure Value	Set ID	Florida PALM Location Code	Description	Country	Phone	Address 1	Address 2

Figure 1: Location Definition Worksheet in Smartsheet (Panel 1)

Address 3	City	County	State	Postal	Jurisdiction	Building Number	Floor/Room Number	Sector	Comments

Figure 2: Location Definition Worksheet in Smartsheet (Panel 2)

Configuration Value Definition

'Location Definition' indicates an agency's physical location (e.g., address) for each Location Code.

Business Process and Subprocess

The Location Definition configuration supports the following business process and subprocess:

Table 1: Location Business Process and Subprocess

Business Process	Business Subprocess
40.3 Set up and Maintain Asset Controls	N/A

Configuration Value Purpose and Use

- All Florida PALM modules use Location Address information to process and record agency transactions.

The Location Definition configuration establishes valid Location Code ChartField values for agency use. These Location Code ChartField values are being utilized across agency worksheets (Figure 3) to ensure the most current information is available in associated ChartField drop-down selections as you complete RW Task 662 – Submit Updated Configuration Worksheets and RW Task 661 – Update Conversion Field Mapping.

Failure to complete the <Agency> Location Definition Configuration worksheet will result in Location Code ChartField values being unavailable for selection by your agency in the related worksheets.

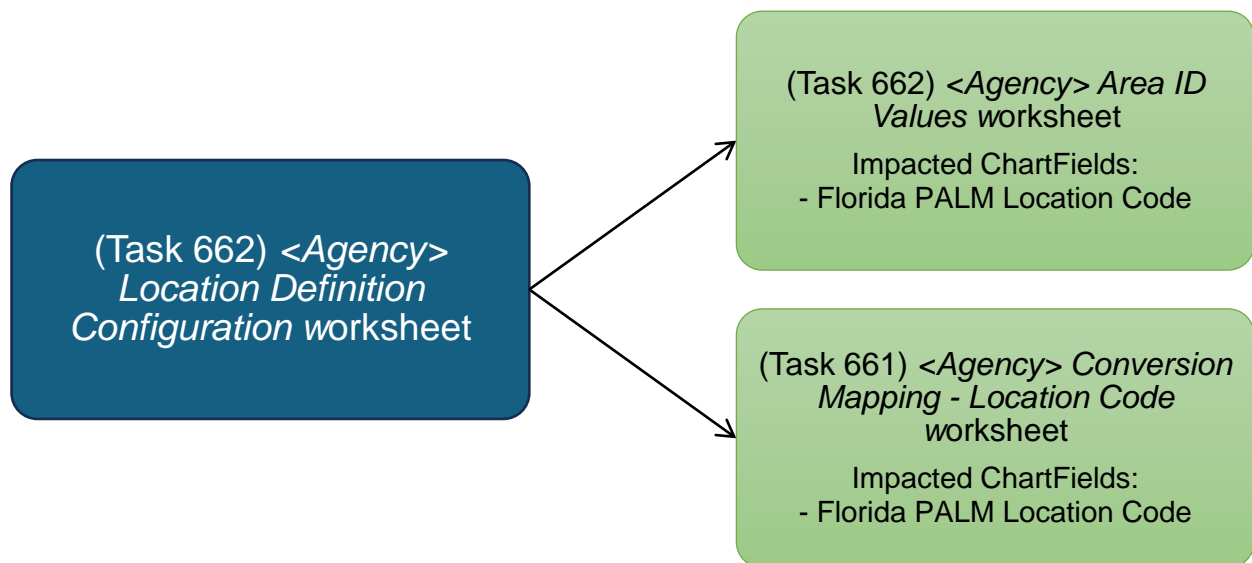


Figure 3: Cross-worksheet Connections for Location Definition

Configuration Design Details

The following design considerations are applied when defining Location Definition values in Florida PALM:

- Location Codes are values that represent unique sites or locales that populate Location Address values in Florida PALM.
- Location Code values are ten (10) alphanumeric characters in length and are established based on the physical locations of each agency.
- Location Code values are agency-specific and available only for transactions by the associated agency; these values are not shared across all agencies.

- Location Address information is labeled optional in the workbook because some locations may not have a 911 address. If there is valid address information available, please complete each address field for each Florida PALM Location Code.
- Location Codes are required in Florida PALM and will be required to convert existing FLAIR property items.
- Project Locations must be configured through the Asset Location configuration task, if different from Asset Locations. Project Location is not a required field.

The following assumptions are considered when defining a Location value:

- Agencies may enter additional addresses at the bottom of the Location Definition sheet, if an agency sees any missing locations.
- Values entered in the Florida PALM Location Code column must be agency unique.
- Attempts to create duplicate Florida PALM Location Codes will result in system error message.
- If the configured location addresses provided in the worksheet are incorrect, agencies will make corrections directly in those fields on the Location Definitions worksheet.
- Area IDs are optional configuration values that will be provided by agencies, if applicable, in a separate configuration workbook.

Florida PALM Location Code

The following information is intended to establish guidance in administering Location Codes in Florida PALM. Agencies will create a 10-character (alphanumeric) Florida PALM Location Code for each agency-occupied location address. There are two types of Location Codes in Florida PALM, which are included in the Location Definition worksheet:

- Agency Primary Location – used for administrative purposes only. Each agency will have one primary location.
- Agency Locations – used for recording daily operational transactions. Each agency will have multiple agency locations.

Agency Primary Location

The Agency's Primary Location is made up of the following:

- Agency Business Unit
- Agency Acronym

Example:

Agency: Agency for Health Care Administration

Location Code: **68000_AHCA**

(1st thru 5th Positions): **68000** = Agency Business Unit

(6th thru 10th Positions): **_AHCA**= Agency Acronym

Agency Locations

The Agency Location Code is made up of the following:

- 2-character County Number
- 8-character identifier determined by the agency

Using the Location Code the Florida PALM:

Example 1:

Agency: Department of Health
Location: Alachua Regional Service Center East
Location Code = **01RegionaE**

(1st & 2nd Positions): **01** = Alachua County
(3rd thru 10th Positions): **RegionaE** = Agency defined location identifier

Example 2:

Agency: Department of Agriculture and Consumer Services
Location: ANIMAL INDUSTRY EQUIPMENT POLE BARN 24x120
Location Code = **37Equibarn**

(1st & 2nd Positions): **37** = Leon County
(3rd thru 10th Positions): **Equibarn** = Agency defined location identifier

Configuration Field Details

Agencies must provide the following Location Definition related configuration values as listed in the <Agency> Location Definition worksheet in Smartsheet.

Table 2: Location Definition Field Details

Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
Error Messages	<i>Real-time "[RT]" and/or interfaced "[API]" messages which describe all errors found in the Agency Indicated, Agency Provided, or Agency Specified fields.</i>	N/A	N/A	N/A	Project Provided
Configure Value	Configure Value: "Yes", "No", "Update", "New".	Required	Character	6	Agency Indicated
Set ID	Value used in Florida PALM to define setup data. It allows the sharing of common setup data across	Required	Alpha-numeric	5	Project Provided

Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
	Business Units or specific to Business Unit.				
Florida PALM Location Code	Florida PALM agency provided 10-character agency specific location identifier.	Required	Alpha-numeric	10	Agency Provided
Description	Location Description.	Required	Character	30	Agency Provided
Country	Country Abbreviation. (Example: USA)	Required	Character	3	Agency Provided
Phone	Agency Phone Number Associated with Location.	Optional	Character	24	Agency Provided
Address 1	Street Address of Asset Location OR Street Address or P.O. Box of Agency Primary Location.	Optional	Character	55	Agency Provided
Address 2	Building Name at Location Address.	Optional	Character	55	Agency Provided
Address 3	Additional address details, if applicable.	Optional	Character	55	Agency Provided
City	City or Town of Location Address.	Optional	Character	30	Agency Provided
County	County of Location Address.	Optional	Character	30	Agency Provided
State	State of Location Address.	Optional	Character	6	Agency Provided
Postal	Postal Code of Location Address.	Optional	Character	12	Agency Provided
Jurisdiction	User Defined Field.	Optional	Character	5	Agency Provided
Building Number	Building Number occupied by Agency at the Location Address, if applicable.	Optional	Character	10	Agency Provided
Floor/Room Number	Floor/Room within the location, if applicable.	Optional	Character	10	Agency Provided
Sector	Agency District/Area, if applicable.	Optional	Character	10	Agency Provided
Comments	Agency comments.	Optional	Character	254	Agency Provided

Configuration Page(s)

The following provides an example of the Location Definition configuration page.

FloridaPALM

Location Definition Location Detail

SetID 43000 Location Code 52F429580

Location Definition Find View All First 1 of 1 Last

*Eff Date 01/01/1901 Active *Descr ST SUCIE BUILDING

Country USA United States Prefix

Address 1 9800 4TH STREET Phone

Address 2 ST SUCIE BUILDING Ext

Address 3 Fax

City ST PETERSBURG In City Limit

County USA Postal 33702

State FL Florida Jurisdiction

Building # Floor # Sector

Save Return to Search Previous in List Next in List Notify Add Update/Display In

Location Definition | Location Detail

Figure 4: Location Definition Configuration Page Example

The following provides an example of the Location Definition as used by the Asset Module component in Florida PALM.

The screenshot shows the Florida PALM interface for an Asset Transaction Page. The 'Location/Comments/Attributes' tab is active. The 'Location' section is expanded, showing fields for Effective Date (02/24/2022), Location (52F429580), Area ID, Address 1 (9800 4TH STREET), City (ST PETERSBURG), County (USA), State (FL), Country (USA), Geo Code, Document, Building, Floor #, Room#, Jurisdiction, Sector, Postal (33702), Latitude, and Longitude. The 'Authorization' section shows Status (Not Authorized) and Date. The page also includes tabs for Comments, Physical and Custom Attributes, Detailed Description, and Image, along with buttons for Save, Return to Search, Add, Update/Display, Include History, and Correct History.

Figure 5: Use of Location Definition Configuration Value on an Asset Transaction Page

Worksheet Instructions

The below information provides detailed column instructions on how to complete the <Agency> Location Definition worksheet in Smartsheet.

Task Completion Requirement: For this task (RW Task 662) to be considered complete, it is necessary that you follow all steps listed below to ensure you have filled in or selected the appropriate values.

1. Review the worksheet and determine whether the configured values need updating in Florida PALM. A *Configure Value* column is provided to capture your agency's determination of the disposition of a configured Location Definition. Indicate "Yes", "No", "Update", or "New", as appropriate.
2. In the *Configure Value* column select:
 - i. "Yes" if you still need this location. No other changes should be made to the row.

- ii. “No” if you no longer need this location. No other changes should be made to the row.
- iii. “Update” if any updates are needed for this location. Update the appropriate columns.

The screenshot shows a web application interface titled "DEMO Location Definition". It features a table with several columns: Error Messages, Configure Value, Set ID, Florida PALM Location Code, Description, Country, Phone, Address 1, and Address 2. The "Configure Value" column has a dropdown menu open, showing options: Yes, No, Updated, and New. The "Error Messages" column contains a small icon. The table has a light gray header and a white body.

Figure 6: Location Definition Configure Value

3. If a new location needs to be provided:
 - a. Select “New” in the *Configure Value* column.
 - b. Specify a 10-character value in the *Florida PALM Location Code* column, using the county code as the first two characters (See Table 7 in the appendix).
 - c. Specify the following address details, as necessary, in the following columns:
 - i. *Description*
 - ii. *Country*
 - iii. *Phone* (optional)
 - iv. *Address 1*
 - v. *City*
 - vi. *County*
 - vii. *State*
 - viii. *Postal*
4. Enter additional address details in the following columns:
 - a. *Address 2* – Provide the building name associated with the location, occupied by your agency, that needs to be configured in Florida PALM.
 - b. *Address 3* – Additional optional address details, if needed.
 - c. *Floor/Room Number* – Provide the optional Floor/Room number of buildings occupied by your agency that need to be configured in Florida PALM. Additional floor or room information can also be added via the Area ID field, described in the next section.
 - d. *Jurisdiction/Building Number/Sector* – Provide the optional jurisdiction, building number, and/or sector to further define asset locations if such designation(s) meet the needs of your agency.
5. Review and correct any errors identified in the *Error Messages* column.
6. Use the Comments field, optionally, for your internal purposes.

NOTE: Florida PALM requires each Location Code to be unique. Addition of a different description and/or address to an existing Location Code is considered a duplicate Location Code and will not be configured in Florida PALM.

Area ID

Error Messages	Configure Value	Florida PALM Location Code	Area ID	Description	Area Detail	Comments

Figure 7: Area ID Values Worksheet in Smartsheet

Configuration Value Definition

An Area ID provides an opportunity to identify specific areas within an established location. This function can be used to identify multiple rooms or floors within a single location, or any other granular sub-division of the agency location. The system provides a 10-character (alphanumeric) field to populate an Area ID. Once the address and location code are created in Florida PALM, the floor, or floor and room number, can be added to the Area ID field. Numerous lines can be added to reflect multiple floors or multiple floor / room combinations.

NOTE: This is an optional feature that can be exercised by agencies and the values provided are for configuration in Florida PALM.

Business Process and Subprocess

The Area ID configuration supports the following business process and subprocess:

Table 3: Area ID Business Process and Subprocess

Business Process	Business Subprocess
40.3 Set up and Maintain Asset Controls	N/A

Configuration Value Purpose and Use

- Area ID is an optional field. This field can be used to identify multiple rooms or floors within a single agency location.
- If Area ID is not provided, Florida PALM cannot associate rooms or floors with converted asset records.

Configuration Design Details

The following values must be provided by the agency when establishing an Area ID:

- Florida PALM Location Code: 10-character (alphanumeric) Florida PALM agency specific location identifier.
- Area ID: 10-character (alphanumeric) user defined field – value that will be displayed for the Area ID.
- Description: 30-character (alphanumeric) Area ID Description.

- Area Detail: 254-character detailed information field for the Area ID.

Example:

Agency: Department of Health

Location: Alachua Regional Service Center East

Location Code = **01RegionaE**

Table 4: Area ID Example

Location Code	Area ID	Description	Area Detail
01RegionaE	FI 3 Rm 12	Floor 3 Room 12	Office administrator storage area
01RegionaE	FI 3 Rm 14	Floor 3 Room 14	
01RegionaE	Floor 2	Second Floor	
01RegionaE	FI 2 Rm 16	Floor 2 Room 16	Director's office

Configuration Field Details

Agencies have the option to provide the following Area ID related configuration values as listed in the <Agency> Area ID Values worksheet in Smartsheet. Please note, the following information is only required if agencies choose to configure Area ID(s):

Table 5: Area ID Field Details

Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
Error Messages	<i>Real-time "[RT]" and/or interfaced "[API]" messages, which describe all errors found in the Agency Indicated, Agency Provided, or Agency Specified fields.</i>	N/A	N/A	N/A	Project Provided
Configure Value	Configuration Needed: "Yes", "No", "Update", "New". <i>Area ID is an optional agency configuration.</i>	Required	Character	6	Agency Indicated
Florida PALM Location Code	Florida PALM system provided 10-character (alphanumeric) agency specific location identifier. <i>This must be a Location Code value already established in the</i>	Required	Alpha-numeric	10	Agency Indicated

Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
	<Agency> Location Definition worksheet.				
Area ID	Florida PALM location specific area identifier. This is a user defined field that is associated to a specific Location Code.	Required	Alpha-numeric	10	Agency Provided
Description	Area ID Description.	Required	Character	30	Agency Provided
Area Detail	Detailed information field for the Area ID.	Optional	Character	254	Agency Provided
Comments	Agency comments.	Optional	Character	254	Agency Provided

Configuration Page(s)

The following provides an example of the Area Definition configuration page.

Area Definition

SetID 43000
Location 52F429580 ST SUCIE BUILDING
Area ID COURTROOM1

Area Information Find | View All First 1 of 1 Last

*Effective Date 01/01/1901
*Status Active
*Description Small Claims Court
Area Detail Small Claims actions may be brought only in the county where the defendant resides.

Save Notify Add Update/Display Include History Correct History

Figure 8: Area Definition Configuration Page Example

The following provides an example of the Area ID as used by the Asset Module component in Florida PALM.

The screenshot shows the Florida PALM interface for an Asset Transaction. The 'Look Up Area ID' dialog box is open, displaying search results for Area ID. The dialog includes fields for *SetID (43000), Location Code (52F429580), Area ID (begins with), and Description (begins with). The search results table shows the following data:

Area ID	Description
COURTROOM1	Small Claims Court
COURTROOM2	District Court
COURTROOM3	Trail Courtroom

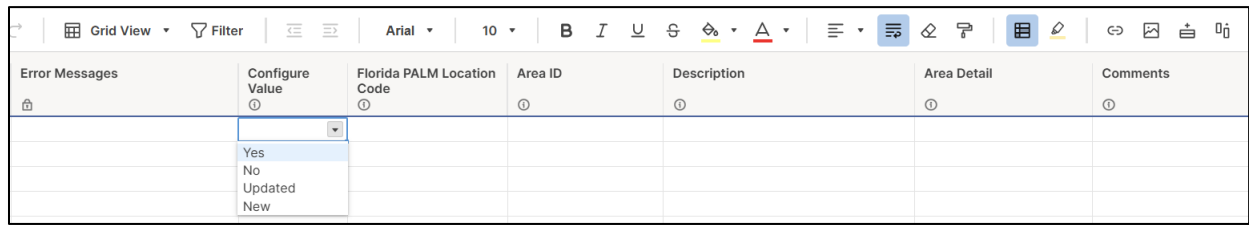
Figure 9: Use of Area Definition Configuration Value on an Asset Transaction Page

Worksheet Instructions

The below information provides detailed column instructions on how to complete the <Agency> Area ID Values worksheet in Smartsheet.

Task Completion Requirement: For this task (RW Task 662) to be considered complete, it is necessary that you follow all steps listed below to ensure you have filled in or selected the appropriate values.

- Review the worksheet and determine whether the configured values need updating in Florida PALM. A *Configure Value* column is provided to capture your agency's determination of the disposition of a configured Area ID value. Indicate "Yes", "No", "Update", or "New", as appropriate.
- In the *Configure Value* column select:
 - "Yes" if you still need this Area ID. No other changes should be made to the row.
 - "No" if you no longer need this Area ID. No other changes should be made to the row.
 - "Update" if any updates are needed for this location. Update the appropriate columns.



Error Messages	Configure Value	Florida PALM Location Code	Area ID	Description	Area Detail	Comments
	Yes					
	No					
	Updated					
	New					

Figure 10: Area ID Configure Value

2. If a new additional *Area ID* needs to be provided:
 - a. Select “New” in the *Configure Value* column.
 - b. Provide the *Area ID* that you would like to create. This is a 10-character agency defined field which will be available for selection when setting the location of an asset. Examples include:
 - i. LUNCHROOM
 - ii. OFFICE104
 - iii. COURTROOM1
3. Complete the following in the *Description* column for each *Area ID*:
 - a. Provide the Description of the *Area ID* and *Area Detail* information (e.g., Rooms, floors), if applicable. Examples include:
 - i. Employee lunchroom
 - ii. Office #104
 - iii. Small Claims Court
4. Optionally, you may also provide a more detailed description of the *Area* in the *Area Detail* column.
5. Review and correct any errors identified in the *Error Messages* column.
6. Use the *Comments* column, optionally, for your internal purposes.

NOTE: Florida PALM requires each *Area ID* to be unique per *Location*. If an associated *Location Code* was updated, the *Location code* also needs to be updated in the *Area ID Values* worksheet.

Appendix

Table 6 provides a list of all Florida county codes.

Table 6: Florida County Codes

Code	County	Code	County
01	Alachua	35	Lake
02	Baker	36	Lee
03	Bay	37	Leon
04	Bradford	38	Levy
05	Brevard	39	Liberty
06	Broward	40	Madison
07	Calhoun	41	Manatee
08	Charlotte	42	Marion
09	Citrus	43	Martin
10	Clay	44	Monroe
11	Collier	45	Nassau
12	Columbia	46	Okaloosa
13	Miami-Dade	47	Okeechobee
14	Desoto	48	Orange
15	Dixie	49	Osceola
16	Duval	50	Palm Beach
17	Escambia	51	Pasco
18	Flagler	52	Pinellas
19	Franklin	53	Polk
20	Gadsden	54	Putnam
21	Gilchrist	55	St. Johns
22	Glades	56	St. Lucie
23	Gulf	57	Santa Rosa
24	Hamilton	58	Sarasota
25	Hardee	59	Seminole
26	Hendry	60	Sumter
27	Hernando	61	Suwanee
28	Highlands	62	Taylor
29	Hillsborough	63	Union
30	Holmes	64	Volusia
31	Indian River	65	Wakulla
32	Jackson	66	Walton
33	Jefferson	67	Washington
34	Lafayette		