Research Facilities and Equipment Database - Quick Guide to completing the Facility / Equipment Records

Field Name	Mandatory?	Additional Information	Visible to search only users? **
Name	Yes	The short name for the equipment / facility – i.e. what it is commonly known as. Please limit to no more than 15 words. Note: Many names will need to be updated as the information initially loaded into the database has been extracted from the Fixed Asset Register and are not particularly useful.	Yes
Fixed Asset ID(s)	Yes	The unique asset ID as shown on the Fixed Asset Register – e.g. 32638. All records initially loaded will have a value in this field, as most of the information has been extracted from the Fixed Asset Register. For new additions, if the Fixed Asset ID is not known, enter 'Unknown' and contact the Fixed Asset Team in Finance for guidance.	No
Facility ID	Yes	Note: Only relevant for Facility records. The unique reference for the facility – i.e. the SRF/MRF reference.	No
Description	Yes	A fuller description - including the manufacturer name; model number and specification / configuration details where appropriate. Make sure that this field includes as much relevant detail as possible so that you maximise the potential of sharing. Note: Most records will need to have the description updated as the initial value will have been derived from the Fixed Asset Register and will not be particularly useful.	Yes
Visibility	Yes	Select the level of visibility for the record. Values include: • INTERNAL_CAMBRIDGE *(visible to Cambridge users only)* • INTERNAL_SEESEC *(visible to SEESEC consortium members only)* • PUBLIC *(not restricted).* Note: The default value is PUBLIC	No
Current Utilisation Level	Yes	Select the approximate level of facility/equipment utilisation. – e.g. *'Medium (40% to 60%)'* or If for whatever reason the facility / equipment cannot be made available for sharing, select *'Unavailable for Sharing'*. This will enforce the selection of a reason code and entry of explanatory text.	Yes
Category	Yes	Select the appropriate Category from the list. If the required category is not available, select 'New Category Required'	Yes
Sub-Category	Yes	Select the appropriate Sub-Category from the list. If the required sub-category is not available, select 'New Sub-Category Required'	Yes
Location	Yes	The location of the facility / equipment. This can either be a location code as allocated by Estates Mgt (e.g. W044.GROUND.MRI CAVENDISH LAB), or the name of the room / building /site where the facility is located.	Yes
Web Address (URL)	No	A web page *(where available)* that provides further information related to the facility.	Yes
User Guide (URL)	No	A web page *(where available)* where user guide or manufacturer information related to the item can be accessed.	No
Additional Notes	No	A free text cell where further internal information can be included. This will not be visible to 'search only' users and is only accessible to edit/update users and administrators of the database	No
Department Name	Yes	The name of the department which owns the facility / equipment. To be selected from a list. If further departments need to be added, please contact your Schools Team in the Research Operations Office.	Yes
Primary Contact Info	Yes	Contact details for the primary contact. This can either be a person name or a role description – e.g. 'Facility Manager' Telephone numbers must be entered in full – i.e. including STD code. e.g. 01223 761584	Yes
Secondary Contact Info	No	Contact details for a secondary contact - optional	Yes
Source(s) of Funds	No	The source of the monies that funded the facility / equipment. Select one or more values from the list. If further Sources of Funds need to be added, please contact your Schools Team in the Research Operations Office. If unsure of the Source of Funds, select *'Unknown'* and contact the Fixed Asset Team in Finance.	No
Service Level(s)	No	The various types of services that might be available. Select one or more values from the list. If further Service Levels need to be added, please contact your Schools Team in the Research Operations Office	Yes
Photo	No	Upload a photograph of the equipment/facility where appropriate.	Yes

**'Search only' users of the Research Facilities and Equipment database will have a different method of viewing the information, and are only able to see selected fields.