



Accessing Asset Data in FMCentral

There are two ways to view asset data in FMCentral;

- In Map Enquiry
- In Report Maker

Map Enquiry

1. Log into [FMCentral](#) and select Map Enquiry
2. Navigate to the relevant space (eg the Site, Building, Floor or Room)
3. The Right Hand Information Panel will populate with information relevant to the space (including assets). You may have to scroll down the information panel to see the asset list.
4. Click on an asset to view more information about it and any available photos or documents.

Report Maker

1. Log into [FMCentral](#) and select Report Maker
2. Click on the '2.3 - Assets by Site' or '2.4 - Assets by Building' report.
3. Enter filters and select 'Generate Report'
4. If you wish to view the report in Excel select the 'Export to Excel' button