



# End-to-end: Real Estate Portfolio Data

Building and reporting on the Real Estate Portfolio

## Building the Real Estate Portfolio Data

1



**Create a location**

*E.g. Authorisation Group - UNHQ*

2



**Create site for location**

*E.g. Secretariat*

3



**Create subordinate object details for the site**

*E.g. Building, Land, Infrastructure*

4



**Enrich with detailed attributes to describe the object**

*E.g. Measurements & values*

5



**Create record of fixed assets**

*For assets over 100K in the Fixed Assets Module*

6



**Link fixed asset to related Real Estate item**

## Executing a Real Estate Portfolio Report

1



**Access Real Estate navigator**

2



**Search for site to review**

3



**Expand site to display subordinate objects**

*E.g. Building, Land, Infrastructure*

4



**Select Real Estate object(s)**

5



**Run portfolio report**

6



**Receive report of portfolio item and details**

