Adding child assets in the Asset Portal

Subcontractor guide · Deep Space Horizon · version 1.0 · 29 September 2026

> **Your one job in here:** find the piece of equipment you installed, click **Add Child**, and fill in two short fields for anything inside it that is not in the model. The name is built for you. You cannot break anything else, because modelled data is locked.

1. Why you are being asked to do this

Every asset in the handover register has to come from the model. Some things you installed are real assets but are never drawn as their own object: a sub-meter inside a distribution board, the VSD on a fire pump, the monitoring software in a lift, a controller in a BMS panel. For those, the Asset Portal lets you attach a **child asset** to the modelled **parent** and give it the four identifiers the register uses.

The fields appear on screen under their register names:

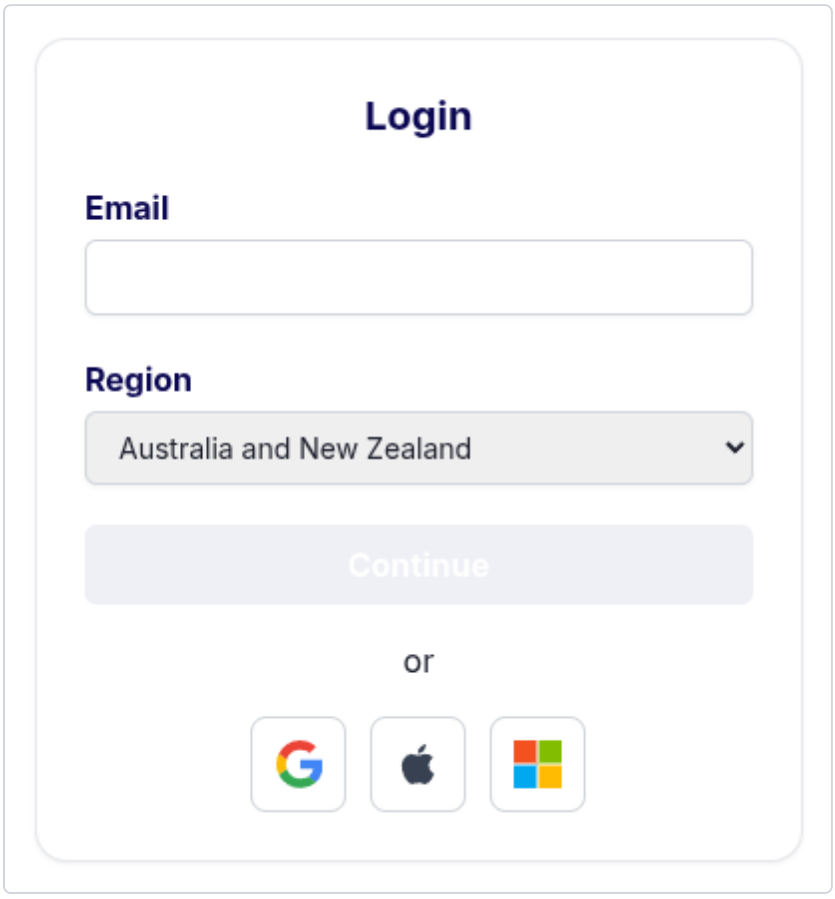
On screen	What it is	Who fills it
`ATC_Property`	Property code (`1020240a` on this project)	Filled in for you
`ATC_Floor`	Floor / level	Copied from the parent. Check it and change it if it's wrong
`ATC_ShortName&Tag`	Short name & tag, e.g. `Sub Meter`, `VSD`	**You type it**
`ATC_LocalAssetIdentifier`	Local asset identifier, e.g. `MDB-LKW-B01-01-SM1`	**You type it**
`ATC_EquipmentName`	The register's Equipment Name	**Built for you** from the four above

The Equipment Name is the four fields joined with underscores: `ATC_Property` _ `ATC_Floor` _ `ATC_ShortName&Tag` _ `ATC_LocalAssetIdentifier`. For example, a sub-meter inside main switchboard MDB-LKW-B01-01 on floor B01 becomes `1020240a_B01_Sub Meter_MDB-LKW-B01-01-SM1`. That is the example in the screenshots below.

Only add children for assets of significance, meaning a component someone will need to maintain or replace on its own. You do not need to list every part inside a smoke damper. Facade panels are **not** part of this workflow.

2. Log in

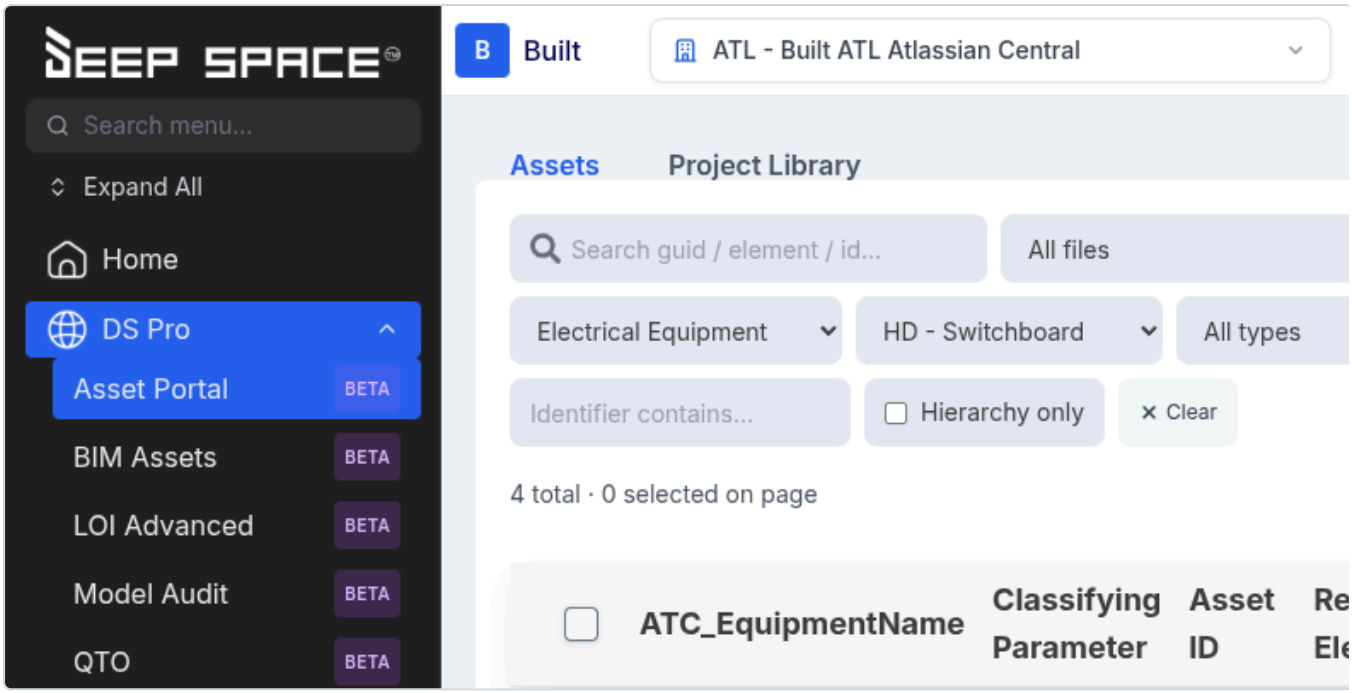
1. Open **https://hub.deepspacesync.com** in Chrome or Edge.
2. Enter the email address you were invited with. Leave **Region** on **Australia and New Zealand** and press **Continue**. If your company email is a Google or Microsoft account, you can use the Google or Microsoft button underneath instead.
3. If you see more than one company, choose **Built**.



The Deep Space login page

3. Open the project and the Asset Portal

1. At the top of the page, make sure the project reads **ATL - Built ATL Atlassian Central**. If it doesn't, click the project name and pick it.
2. In the left menu open **DS Pro** and click **Asset Portal**.



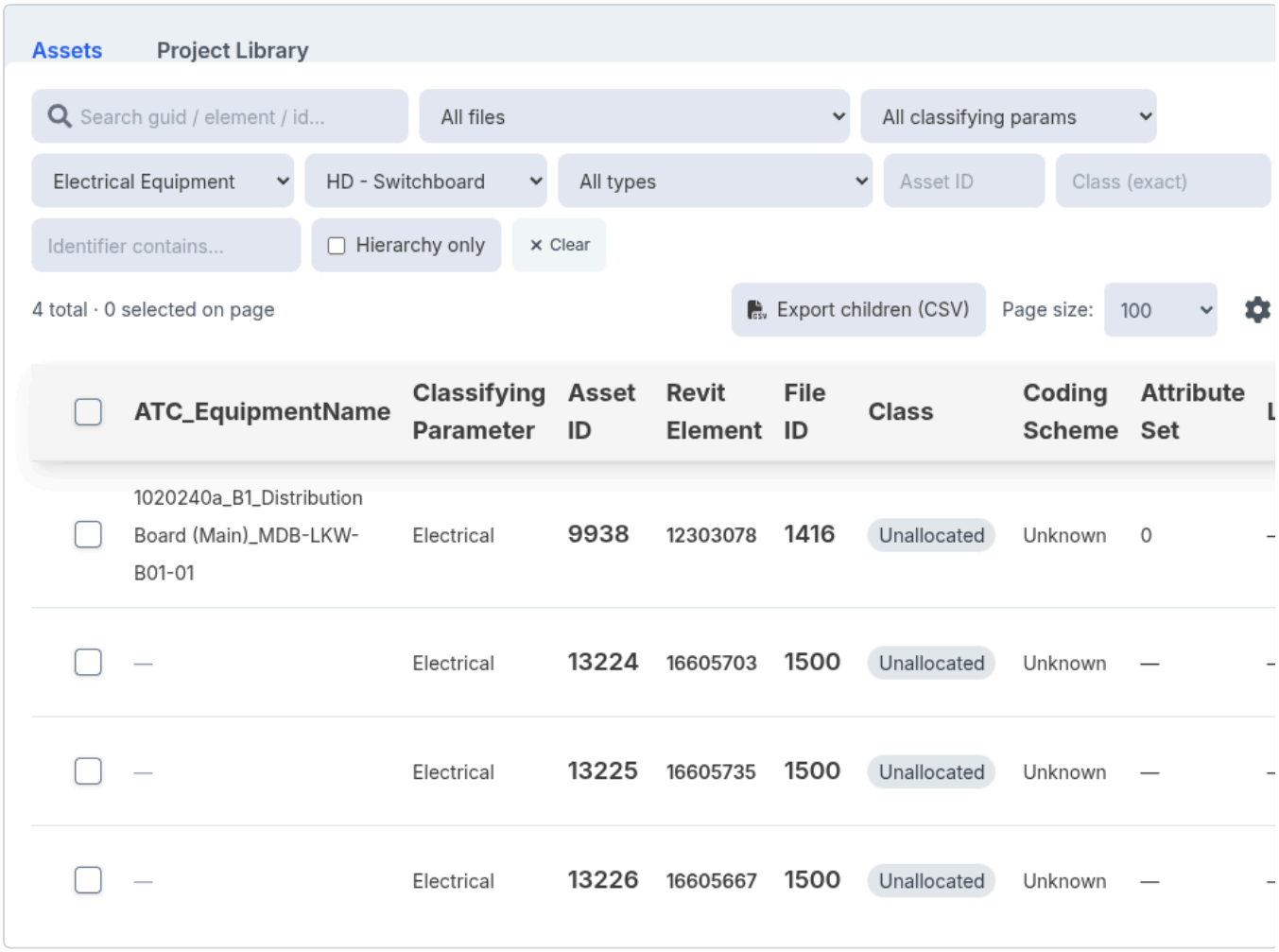
DS Pro ▸ Asset Portal in the left menu

You land on the **Assets** list, with one row per modelled asset on the project.

4. Find your parent equipment

Use the filters across the top of the list, left to right:

1. **All categories**: pick the Revit category (e.g. *Electrical Equipment*).
2. **All families**: narrows to families in that category (e.g. *HD - Switchboard*).
3. **All types**: narrows again if you need to.
4. If there are still too many, type part of the equipment name in **Identifier contains…**, or paste the **Revit Element ID** from your Revizto or Dynamo export into the **Search guid / element / id…** box.



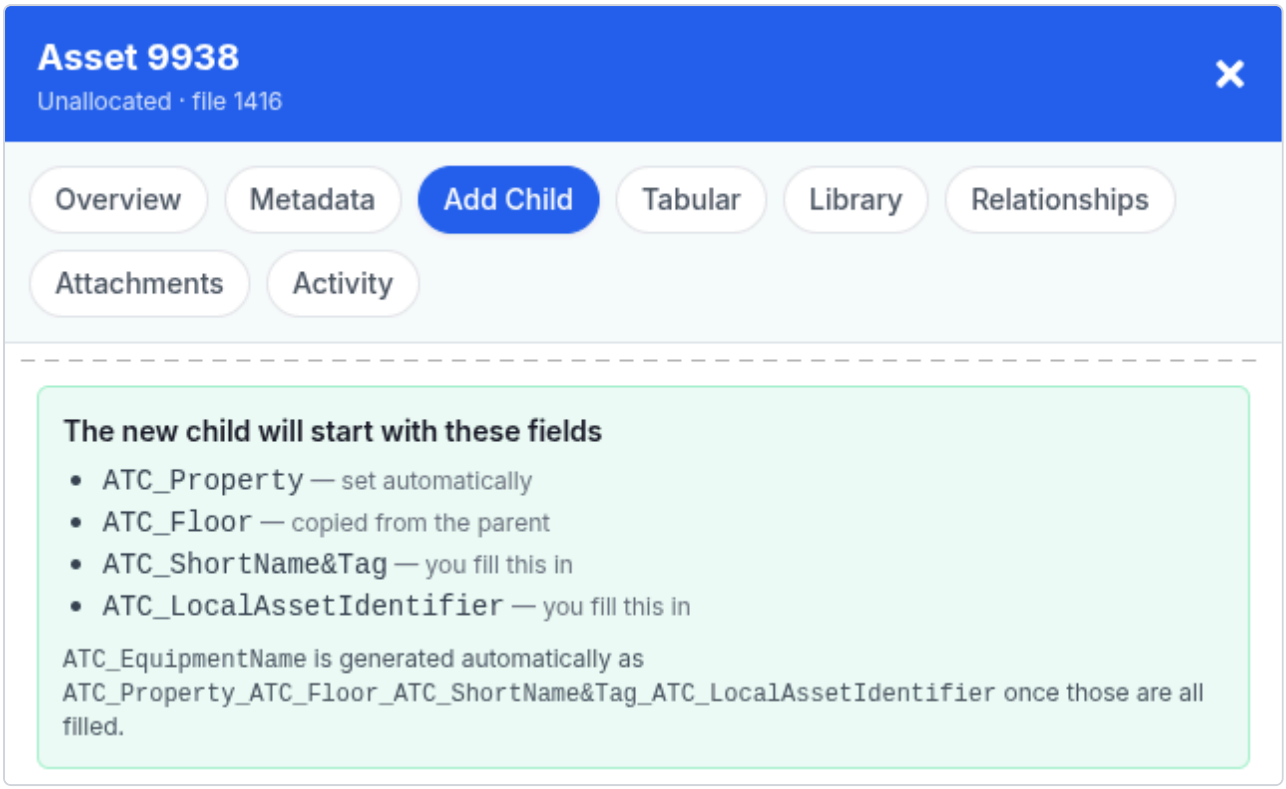
Category, Family and Type filters narrowing the list

The **Revit Element** column is the same element ID you see in Revizto and in your export, so you can match rows exactly.

Click the row. A panel opens on the right.

5. Add the child

1. In the panel click the **Add Child** tab.
2. Read the green box. It lists the fields the child will start with and how its name is built.
3. Optionally, type a short note in **Audit comment** (e.g. *Sub-meter inside this board*).
4. Click **Create Child Asset**.



The Add Child tab: the fields the new child starts with and how its name is built

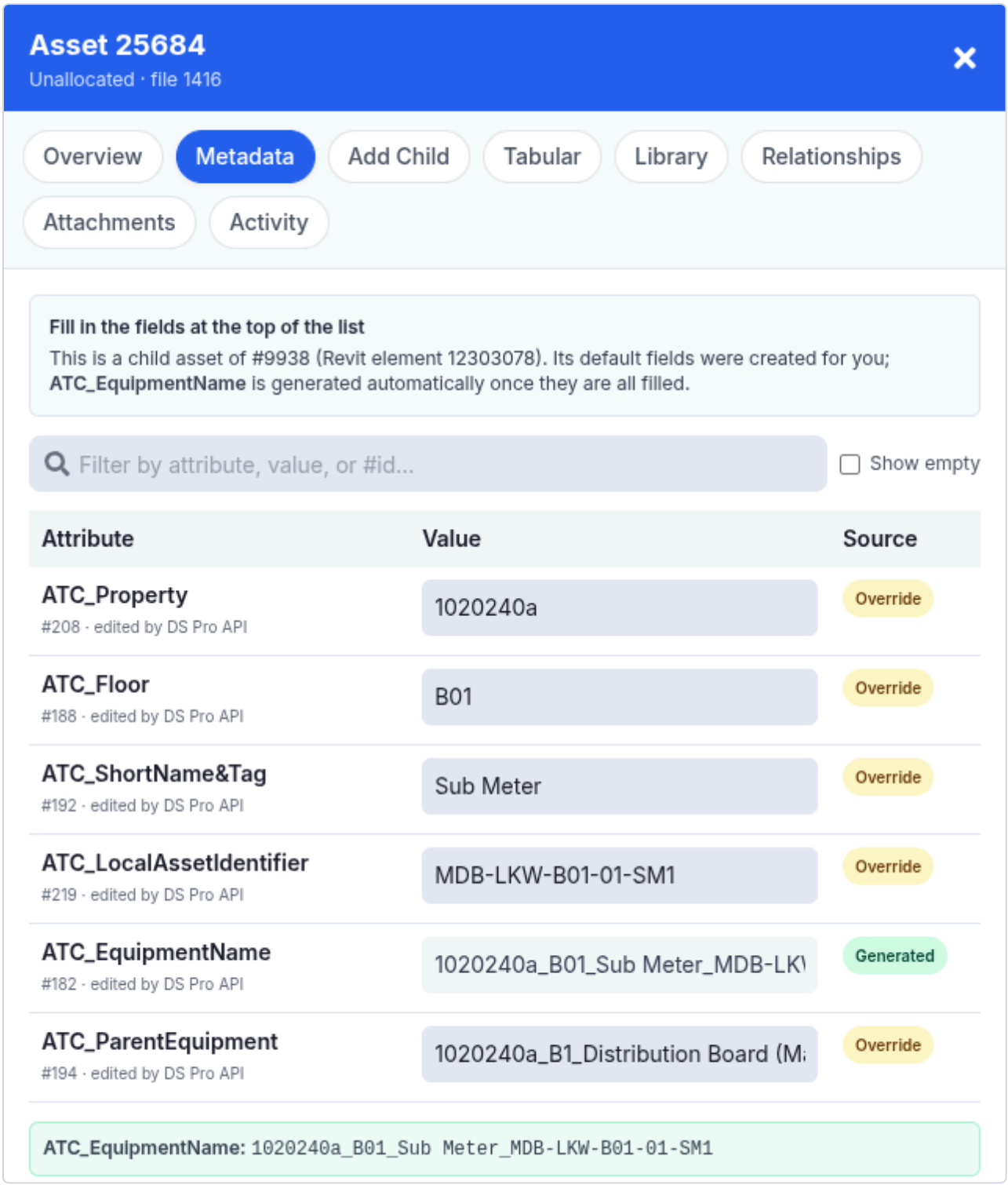
You are taken straight to the new child's **Metadata** tab.

6. Fill in the fields

The four fields are at the top of the list, in order. `ATC_Property` and `ATC_Floor` are already filled.

1. Check `ATC_Floor`. Change it only if the child is on a different floor from its parent.
2. Type the `ATC_ShortName&Tag`.
3. Type the `ATC_LocalAssetIdentifier`.
4. Click **Save with audit**.

As you type, the green line under the list shows the `ATC_EquipmentName` that will be built. When you save, it is written for you and appears in the list marked **Generated**. You can't type in it. If the green line says *"will be generated once you fill in…"*, one of the fields is still empty.



The child's Metadata tab with the four fields and the generated name

Need another child on the same parent? Click the parent again in the list and repeat from step 5. Existing children are listed at the top of the Add Child tab, so you can see what's already there.

7. Do's and don'ts

- **Do** add one child per piece of equipment of significance.
- **Do** use the same short names and identifiers your team uses on the drawings and in the register.

- **Don't** try to edit the parent's own data. If the Metadata tab shows *"This asset's data comes from the model"*, that is expected. Get it fixed in the model, or add a child.
- **Don't** add children for facade panels or for every internal component of a device.
- Made a mistake? Correct the field and save again. Every change is logged in the child's **Activity** tab. If you created a child by accident, tell Ashley and give her the parent's name.

8. Quick reference

Step	Where	What
Log in	hub.deepspacesync.com	your invited email · **Built**
Open	DS Pro ▸ Asset Portal	project **ATL - Built ATL Atlassian Central**
Find	Category → Family → Type · Identifier · Element ID	click the row
Add	panel ▸ **Add Child**	**Create Child Asset**
Fill	child ▸ **Metadata**	check `ATC_Floor` · type `ATC_ShortName&Tag` and `ATC_LocalAssetIdentifier` → **Save with audit**
Check	child ▸ Metadata	`ATC_EquipmentName` shows **Generated**

Questions about what to enter: **Ashley Struve (Built)**. Trouble logging in: **support@deepspacesync.com**.