



Assign Assets to a Maintenance Schedule

Overview

The Assign Assets to MAINT SCHEDULE pop-up window allows searching for a single asset or a range of assets.

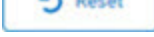
Navigation


ELMSModules > *VARIOUS PROCEDURAL STEPS* >  > Assign Assets to MAINT SCHEDULE pop-up window

Procedures

Assign Assets to a Maintenance Schedule

One or more of the Search Criteria fields can be entered to isolate the results. By

default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

*Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.*





1. Select . The **Assign Assets to MAINT SCHEDULE** pop-up window appears.

Assign Assets to Maint Schedule
×

Search Criteria

Asset Id

Asset UNC
All

Site Id
FUNC-2

Serial Nbr

Maint Activity
BROOKS MA

Equipment Pool Id

Stock Nbr

Cage Cd


Item Description

LIN/TAMCH

Maint Group Id

Secondary Serial Number

Reset
Search

2. In the Search Criteria grid, narrow the results by entering one or more of the following optional fields.
3. Select  Search. Results display in the Search Results Grid.





Search Results

Available

Selected

Options

	Asset Id...	Stock N...	Serial N...	Item Des...	Asset UIC...	Maint Gr...	Maint Ac...	Equipme...	Util Mea...
	BROOKS...	89688968	97431346	M AND U ASSETS	BROOKS	BA	BROOKS MA	68	M

1

Cancel

Select Assets

- Click ☐ to select the ASSET ID. *The ASSET ID is selected and ☒ appears.*

Select ☒ Select Assets . The **Asset Assignment to Maintenance Schedule** pop-up window closes and the selected ASSET ID appears in the previous screen in the Search Results grid.

- OR

Select the Selected Tab. *The selected ASSET ID appears for verification.*





Help Reference Guide

Search Results

Available
Selected

Options

Remove	Asset Id	Stock Nu...	Serial N...	Item Des...	Asset UIC	Maint Gr...	Maint Ac...	Equipme...	Util Mea...
Remove	BROOKS...	1234567...	8899566	BROOKS SUPER ASSETS	BROOKS	BA	BROOKS MA	21	--
Remove	BROOKS...	1234567...	79451361	BROOKS SUPER ASSETS	BROOKS	BA	BROOKS MA	BK	--

1

Cancel

Select Assets

- A. Select the Remove hyperlink. The **ASSET ID** is removed from the Selected Search Results grid.
6. Select ✓ Select Assets. The **Asset Assignment to Maintenance Schedule** pop-up window closes and the selected **ASSET ID** appears in the previous screen in the Search Results grid.

