



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


ELMS Modules > *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	<input type="text"/>	Asset UNC	All <input type="text"/>
Site Id	FUNC-2 <input type="text"/>	Serial Nbr	<input type="text"/>
Maint Activity	BROOKS MA <input type="text"/>	Equipment Pool Id	<input type="text"/>
Stock Nbr	<input type="text"/>	Cage Cd	<input type="text"/>
Item Description	<input type="text"/>	LIN/TAMCH	<input type="text"/>
Maint Group Id	<input type="text"/>	Secondary Serial Number	<input type="text"/>

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





Search Results

Available Selected

Options

<input type="checkbox"/>	Asset Id...	Stock N...	Serial N...	Item Des...	Asset UIC	Maint Gr...	Maint Ac...	Equipme...	Util Mea...
<input type="checkbox"/>	BROOKS...	89688968	97431346	M AND U ASSETS	BROOKS	BA	BROOKS MA	68	M

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Cancel Select Assets

4. 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.*

5. **OR**

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





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	--

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✖ 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.*

