



Search for Maintenance Asset Master

Overview

The Maintenance and Utilization module Maintenance Asset Master (MAM) process provides the ability to profile assets. Profiling an M&U asset adds descriptive information in regards to the usage, location, equipment needed, certification and licensing, fuel type, as well as other important information.

For more information, view the FAST Reporting.

Helpful Tip



Assets for profiling can also be accessed from the **ELMS MAINT AND UTIL Home** page. Select the Asset expansion link located in the Message of the Day section to view the various asset profile hyperlinks.

Navigation

Maintenance > MAINT ASSET MASTER > Maintenance Asset Master Search page

Procedures

Search for a MAINT ASSET MASTER

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.

1. In the Search Criteria box, narrow the results using one or more of the following optional fields.





Help Reference Guide

Search Criteria

Basic Search Advanced Search

Asset Id <input style="width: 90%;" type="text"/>	Serial Number <input style="width: 90%;" type="text"/>
Maintenance Management Code <input style="width: 90%;" type="text" value="Select an Item"/>	FAST Reportable <input checked="" type="radio"/> All <input type="radio"/> No <input type="radio"/> Yes
Equipment Pool <input style="width: 90%;" type="text" value="Select an Item"/>	
Stock Number <input style="width: 90%;" type="text"/>	

Select . The **Maintenance Asset Master Search Results** grid appears.

Search Results

Maintenance Management Code	Asset Id	Stock Number	Item Description	Serial Number	Secondary Serial Number	FAST Reportable	Vehicle Type	Acquired for FY 2023	ACC	Originating System
NPD	015E0007147	2320011077155	TRUCK/UTILITY	HLMBAV998A100004	-	No	-	No	G	P: Property Accountability

Selected 0/1 10 items per page 1 - 1 of 1 items

2.

OR

Select the Advanced Search tab.

Search Criteria

Basic Search Advanced Search

Disposed Is equal to Is false

- A. Select . Selecting the And button includes all rows of criteria in the search results grid. Selecting the Or button includes specified criteria of the selected expressions/groups in the search results grid.
- B. Select . Adds another expression row to the search criteria grid.
- C. Select . Adds another group row to the search criteria grid.





Delete a Row

- a. Select . The row is removed from the search criteria grid.
- D. Select . The **Maintenance Asset Master Search Results** grid appears.



Maintenance Management Code	Asset Id	Stock Number	Item Description	Serial Number	Secondary Serial Number	FAST Reportable	Vehicle Type	Acquired for FY 2023	ACC	Originating System
NFD	015809007147	2220011277155	TRUCK/UTILITY	H8AVV98A100004	-	No	-	No	0	P-Property Accountability

Print an M&U 244

1. Select . The procedure leaves the application based on the selection made.
2. Follow the prompts provided by the computer.





Add a Maintenance Asset Master

Overview

The Maintenance Asset Master — Add process provides the ability to create new assets for profiling. The process consists of three tabs: Stock Number, Asset Entry, and Asset Details.

Navigation

Maintenance > MAINT ASSET MASTER > Search Criteria >  > Maintenance Asset Master - Add page

Procedures

Selecting  at any point of this procedure removes all revisions and closes the page.

Selecting  retains the information and returns to the previous page. **Bold** numbered steps are required.

Add a MAINT ASSET MASTER

Attention



Having multiple assets selected for updating limits the available fields for editing. Profiling an asset into the M&U module presents many empty fields.





1. Select . The **Maintenance Asset Master - Add** page appears.

2. Complete the *Identification* grid.
 - A. Enter the STOCK NBR, or use  to browse for the entry. This is a 15 alphanumeric character field.
 3. Complete the *Asset Configuration* grid.
 - A. Enter the Manufacturer Name, or use  to browse for the entry. This is a 36 alphanumeric character field.
 - B. Enter the Manufacturer Year in the field provided. This is a 4 numeric character field.
 - C. Use  to select the Major Command Code.
- Select . The *Asset Entry* tab opens.
- D. **OR**
Select the *Asset Entry* tab.





1. Stock Number ✔ 2. Asset Entry 3. Asset Details

Summary ↑

Stock Number 2220002620754	Item Description RAILWAY CAR,REFRIGERATOR	Manufacturer Name BUCKEYE STEEL	Manufacturer Year 2023
Manufacturer Model Number -	Manufacturer Part Number -		

Asset Description ↑

<input type="checkbox"/> Auto Assign	Received Date month-day-year <input type="text"/>
* Asset Id <input type="text"/>	Secondary Serial Number <input type="text"/>
* Serial Number <input type="text"/>	Equipment Location <input type="text"/>
* Acquisition Date month-day-year <input type="text"/>	* Acquisition Cost <input type="text"/>

Asset Review ↑

<input type="checkbox"/>	Asset Id	Serial Number	Secondary Serial Number	Equipment Location	Acquisition Date	Received Date	Acquisition Cost
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No Data

Selected 0/0 10 items per page 0 - 0 of 0 items

- a. *Verify the Summary grid.*
- b. *Complete the Asset Description grid.*
 1. Click to select the Auto Assign. *The asset information is assigned based on the auto-selected ASSET ID. The ASSET ID field changes into the ASSET ID Prefix field.*

* Asset Id Prefix

Note

Select to removed the entry.





- Use  to select the Asset Id Prefix.
2. Enter the ASSET ID in the field provided. *This is a 12 alphanumeric character field.*
 3. Enter the Serial Number in the field provided. *This is a 30 alphanumeric character field.*
 4. Use  to select the Acquisition Date, or enter the date (MM/DD/YYYY) in the field provided.
 5. Use  to choose the Acquisition Cost.
 6. Select . *The Asset Description information appears in the Asset Review grid.*

Asset Review

[Edit](#) [Delete](#)

<input type="checkbox"/>	Asset Id	Serial Number	Secondary Serial Number	Equipment Location	Acquisition Date	Received Date	Acquisition Cost
<input checked="" type="checkbox"/>	100567B	B100576	--	--	01/17/2023	--	\$36.00

10 items per page 1 - 1 of 1 items

Edit an Asset Id

- A. Click  to select the entry. *The ASSET ID is highlighted, and  and  become available.*
- B. Select . *The asset information appears in the Asset Description tab.*

Asset Description

Auto Assign

Received Date: 

* Asset Id:

* Serial Number:

* Acquisition Date: 

Secondary Serial Number:

Equipment Location:

* Acquisition Cost:

[Cancel](#) [Update](#)

- a. Verify the Auto Assign contain the appropriate  or . *The asset information is assigned based on the*





Help Reference Guide

auto-selected *ASSET ID*. The *ASSET ID* field changes into the *ASSET ID Prefix* field.



Note



Select  to removed the entry.

- Update the Asset Id Prefix, using  to select the desired prefix.
- b.** Update the *ASSET ID*, entering the revised identifier in the field provided. *This is a 12 alphanumeric character field.*
- c.** Update the Serial Number, entering the revised number in the field provided. *This is a 30 alphanumeric character field.*
- d.** Update the Acquisition Date, using  or entering the date (MM/DD/YYYY) in the field provided.
- e.** Update the Acquisition Cost, using  to choose the revised cost.
- f.** Select . *The Asset Description information appears in the Asset Review grid.*

Remove an Asset Id

- A.** Click  to select the entry. *The ASSET ID is highlighted, and  and  become available.*
- B.** Select . *The Delete Confirmation pop-up window appears.*





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Record will be removed, continue?

 Cancel

 Confirm

Select . The selected entry is removed from the Asset Review grid.

a.

OR

Select . The Delete Confirmation pop-up window closes and the selected entry remains in the Asset Review grid.

Select . The **Search For a Maintenance Asset Master** page appears with 

7.

OR

Select . The Asset Details tab appears.

OR

Select the Asset Details tab.





Help Reference Guide

1. Stock Number ● 2. Asset Entry ● 3. Asset Details

Summary

Stock Number 1320003886588	Item Description TRUCK	Manufacturer Name AMC	Manufacturer Year 2023
Manufacturer Model Number AMC	Manufacturer Part Number AMC	Asset Id test345	Serial Number 543test

Asset Details

* Maintenance Management Code NPD - Not Profiled	Number of Passengers 0
Equipment Pool Select an Item	Number of Bags 0
Maintenance Location <input type="text"/>	Possible Days Used 0
Dispatch Code N - No Dispatch	Utilization Target Monthly 0
Dispatch Category Select an Item	Objective Percent 0
Subcategory Select an Item	Minimum Objective Percent 0
	Waiver Code Select an Item

- a. Verify the Summary grid.
- b. Complete the Asset Details grid.
 1. Use ▼ to select the Maintenance Management Code.
 2. The Initial Profiled Date automatically populates and is not editable.

* Maintenance Management Code	NMU - No Maintenance or ...
Initial Profiled Date	09/11/2023

Note



The Initial Profiled Date field appears when the Maintenance Management Code is MNT - Maintenance or NMU - No Maintenance or Utilization. Additional fields become mandatory based on the selected Maintenance Management Code.

3. Use ▼ to select the Equipment Pool.
4. Enter the Maintenance Location in the field provided. *This is a 20 alphanumeric character field.*





5. Use ▼ to select the Dispatch Code.
- c. Complete the Utilization grid.
- d. Complete the Certificates / Licenses grid.

Certificates / Licenses ▲

	Name	Description
<input type="checkbox"/>	ASE	ASE
<input type="checkbox"/>	CDLA	CDL A
<input type="checkbox"/>	STATE DRIVERS LICENSE	--
<input type="checkbox"/>	TRAINING	TRAINING/OFFSITE

Selected 0/4 ◀ 1 ▶ 10 items per page 1 - 4 of 4 items

- e. Complete the Vehicle Characteristics grid.

Vehicle Characteristics ▲

<p>* Vehicle Type Code <input type="text" value="Select an Item"/></p> <p>* Vehicle Group Code <input type="text" value="Select an Item"/></p> <p>* GVWR <input type="text" value=""/></p> <p>* Fuel Configuration Code <input type="text" value="Select an Item"/> <small>2584 - Fuel Configuration Code cannot be changed until a Default Fuel Type Code is selected.</small></p> <p>* EISA Acquisition Code <input type="text" value="N/A - Not applicable"/></p> <p>* Executive Vehicle Code <input type="text" value="N/A - Executive fleet design..."/></p> <p>* Vehicle Assign Type Code <input type="text" value="POOL - Vehicle is assigned ..."/></p>	<p>* Vehicle Armor <input type="text" value="None - None"/></p> <p>Emergency Response Vehicle <input type="checkbox"/></p> <p>Law Enforcement Vehicle <input type="checkbox"/></p> <p>* EPA2005 Designation Code <input type="text" value="DEFAULT - Vehicle will be ev..."/></p> <p>* EPA2005 Coverage Code <input type="text" value="DEFAULT"/></p> <p>FAST Location Withheld <input type="checkbox"/></p> <p>EO 13693 Design <input type="text" value="DEFAULT - Vehicle coverage/exemption status determined by specific vehicle attributes according to EO language and guidance"/></p>
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1. Use ▼ to select the Vehicle Type Code.
2. Use ▼ to select the Vehicle Group Code.
3. Use ▲ to choose the GVWR.
4. Use ▼ to select the Fuel Configuration Code.
5. Use ▼ to select the EISA Acquisition Code.
6. Use ▼ to select the Executive Vehicle Code.
7. Use ▼ to select the Vehicle Assign Type Code.
8. Use ▼ to select the Vehicle Armor.
9. Use ▼ to select the EPA2005 Designation Code.





10. Use ▼ to select the E Pact Coverage Code.

f. Complete the Vehicle Cost grid.

g. Complete the Point of Contact grid.

Point of Contact ▲

Contact Id

Point of Contact ▲

Contact Id	<input type="text" value="1771"/> <input type="button" value="Q"/>	Mobile	<input type="text" value=""/>
Name	<input type="text" value="Test"/>	Remarks	<input type="text" value=""/>
Email	<input type="text" value="test@train.com"/>		
Phone Number	<input type="text" value=""/>		

h. Complete the Additional Attributes grid.

Additional Attributes ▲

Corrosion

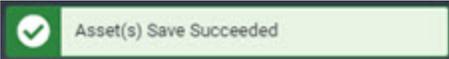
Corrosion Score	<input type="text" value="Select an Item"/>	Color	<input type="text" value="Select an Item"/>
Primers	<input type="text" value="Select an Item"/>	Last Painted Date	<input type="text" value="month-day-year"/> <input type="button" value="C"/>
Topcoats	<input type="text" value="Select an Item"/>		

Nuclear

Nuclear Certified Indicator	<input type="text" value="NCE - Yes"/>	Nuclear Restricted Reason <small>Refer to the MNCL for a nuclear restriction information</small>
Nuclear Restricted	<input type="checkbox"/> Nuclear Restricted	

1. Complete the Corrosion grid.

2. Complete the Nuclear grid.

8. Select . The **Search For a Maintenance Asset Master** page appears with .





Update the Maintenance Asset Master

Overview

The Maintenance Asset Master — Edit process allows editing of assets for profiling. The process consists of three tabs: Stock Number, Asset Entry, and Asset Details.

Navigation

Maintenance > MAINT ASSET MASTER > Search Criteria >  > Search Results > (desired record) >  > Maintenance Asset Master - Edit page

Procedures

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

Update a MAINT ASSET MASTER

Attention



Having multiple assets selected for updating limits the available fields for editing. Profiling an asset into the M&U module presents many empty fields. Some fields are disabled if the asset originates outside of Maintenance and Utilization.





1. Select . The **Maintenance Asset Master - Edit** page appears.

The screenshot shows the 'Maintenance Asset Master - Edit' page. It features several sections:

- Summary:** A grid of key information including Asset Number, Main Description, Manufacturer Name, and Manufacturer Part Number.
- Asset Details:** A form with fields for Maintenance Management Code, Initial Picked Date, Equipment Pool, Maintenance Location, Request Code, Request Category, Inventory, Number of Passengers, Number of Bags, Possible Item Cost, Utilization Target Months, Request Period, Minimum Objective Percent, Water Code, Part Association, and Initial Part Type Code.
- Utilization:** A form with fields for Asset Date, Utilization Measure Code, Utilization Reading, Utilization In Stock, Utilization Off Stock, Total Utilization Quantity, Age Limit, Item Age, Item Availability, Part Code, Part Type Code, Part Rate Code, Part Quantity, Part Cost, and Total Part Cost.
- Certificates / Licenses:** A table listing certificates with columns for Name and Description.
- Point of Contact:** A search field for the contact name.
- Additional Attributes:** A form with fields for Commission, Expiration Date, Issue, Renewal, Last Picked Date, and Number.

- A. Verify the Summary grid.
- B. Update the Asset Details panel.
 - a. Update the Maintenance Management Code, using ▼ to select the desired code.
 - b. Update the Equipment Pool, using ▼ to select the desired information.





Note



Select to removed the entry.

- c. Update the Maintenance Location, entering the revised location in the field provided. *This is a 20 alphanumeric character field.*
 - d. Update the Dispatch Code, using ▼ to select the desired code.
 - e. Update the Dispatch Category, using ▼ to select the desired category.
 - f. Update the Subcategory, using ▼ to select the desired category.
 - g. Update the Number of Passengers, using ▲▼ to choose the revised amount.
 - h. Update the Number of Bags, using ▲▼ to choose the revised amount.
- C. *Update the Utilization panel.*
- D. *Update the Certificate / Licenses panel.*
- E. *Update the Vehicle Characteristics panel.*

Vehicle Characteristics ▲

<p>* Vehicle Type Code <input style="width: 100%;" type="text" value="Select an Item"/></p> <p>* Vehicle Group Code <input style="width: 100%;" type="text" value="Select an Item"/></p> <p>* GVWR <input style="width: 100%;" type="text"/></p> <p>* Fuel Configuration Code <input style="width: 100%;" type="text" value="Select an Item"/></p> <p><small>2584 - Fuel Configuration Code cannot be changed until a Default Fuel Type Code is selected.</small></p> <p>* EISA Acquisition Code <input style="width: 100%;" type="text" value="N/A - Not applicable"/></p> <p>* Executive Vehicle Code <input style="width: 100%;" type="text" value="N/A - Executive fleet design..."/></p> <p>* Vehicle Assign Type Code <input style="width: 100%;" type="text" value="POOL - Vehicle is assigned ..."/></p>	<p>* Vehicle Armor <input style="width: 100%;" type="text" value="None - None"/></p> <p>Emergency Response Vehicle <input type="checkbox"/></p> <p>Law Enforcement Vehicle <input type="checkbox"/></p> <p>* EPAct 2005 Designation Code <input style="width: 100%;" type="text" value="DEFAULT - Vehicle will be ev..."/></p> <p>* EPAct Coverage Code <input style="width: 100%;" type="text" value="DEFAULT"/></p> <p>FAST Location Withheld <input type="checkbox"/></p> <p>EO 13693 Design <input style="width: 100%;" type="text" value="DEFAULT - Vehicle coverage/exemption status determined by specific vehicle attributes according to EO language and guidance"/></p>
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- a. Update the Vehicle Type Code, using ▼ to select the desired code.
- b. Update the Vehicle Group Code, using ▼ to select the desired code.
- c. Use ▲▼ to choose the GVWR.
- d. Update the Fuel Configuration Code, using ▼ to select the desired code.





- e. Update the EISA Acquisition Code, using ▼ to select the desired code.
 - f. Update the Executive Vehicle Code, using ▼ to select the desired code.
 - g. Update the Vehicle Assign Type Code, using ▼ to select the desired code.
 - h. Update the Vehicle Armor, using ▼ to select the desired code.
 - i. Update the EPAct 2005 Designation Code, using ▼ to select the desired code.
 - j. Update the EPAct Coverage Code, using ▼ to select the desired code.
- F. *Verify the Vehicle Costs panel.*
- G. *Update the Point of Contact panel.*

Point of Contact ▲

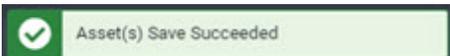
Contact Id <input style="float: right; text-align: right; border: none; border-bottom: 1px solid #ccc;" type="text" value="1771"/> x Q	Mobile <input style="width: 90%;" type="text"/>
Name <input style="width: 90%;" type="text" value="Test"/>	Remarks <input style="width: 90%;" type="text"/>
Email <input style="width: 90%;" type="text" value="test@train.com"/>	
Phone Number <input style="width: 90%;" type="text"/>	

- H. *Update the Additional Attributes panel.*

Additional Attributes ▲

Corrosion	
Corrosion Score <input style="width: 90%;" type="text" value="Select an Item"/>	Color <input style="width: 90%;" type="text" value="Select an Item"/>
Primers <input style="width: 90%;" type="text" value="Select an Item"/>	Last Painted Date <input style="width: 90%;" type="text" value="month-day-year"/> 📅
Topcoats <input style="width: 90%;" type="text" value="Select an Item"/>	
Nuclear	
Nuclear Certified Indicator <input style="width: 90%;" type="text" value="NCE - Yes"/>	Nuclear Restricted Reason <input style="width: 90%;" type="text" value="Refer to the MNCL for a nuclear restriction information"/>
Nuclear Restricted <input type="checkbox"/> Nuclear Restricted	

- a. *Update the Corrosion grid.*
- b. *Verify the Nuclear grid.*

Select . The  appears on the **Search For a Maintenance Asset Master** page.

T





OR

Select the Asset Entry tab.

- a. *Verify the Summary Grid.*
- b. *Update the Asset Description grid.*
 1. Update the ASSET ID, entering the revised identifier in the field provided. *This is a 12 alphanumeric character field.*
 2. Update the Serial Number, entering the revised number in the field provided. *This is a 30 alphanumeric character field*
 3. Update the Acquisition Date, using  or entering the date (MM/DD/YYYY) in the field provided.
 4. Update the Acquisition Cost, using  to choose the revised cost.

Select . The **Search For a Maintenance Asset Master** page

appears with 

c.

OR

Select the Stock Number tab.





Help Reference Guide

Stock Number Asset Entry Asset Details

Identification ^

* Stock Number

Unit Of Issue

Item Description

Asset Configuration ^

* Manufacturer Name

Manufacturer Model Number

Manufacturer Part Number

CAGE Code

* Manufacturer Year

Lease Code ▼

Agency Code

* Major Command Code ▼

FAST Reportable

1. *Update the Identification grid.*
 - A. Update the STOCK NBR, using to browse for the revised number. *This is a 15 alphanumeric character field.*
2. *Update the Asset Configuration.*
 - A. Update the Manufacturer Name, using to browse for the revised name. *This is a 36 alphanumeric character field.*
 - B. Update the Manufacturer Year, entering the revised year in the field provided. *This is a 4 numeric character field.*
 - C. Update the Major Command Code, using to select the desired code.
3. Select . The **Search For a Maintenance Asset Master** page appears with .





Update the Maintenance Asset Master — Mass Edit

Overview

The Maintenance Asset Master — Mass Edit process allows mass editing of assets for profiling.

Navigation

Maintenance > MAINT ASSET MASTER > Search Criteria >  > Search Results > (desired records) >  > Maintenance Asset Master — Mass Edit page

Procedures

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

Update a MAINT ASSET MASTER — Mass Edit

Attention



Having multiple assets selected for updating limits the available fields for editing. Profiling an asset into the M&U module presents many empty fields. The Mass Edit screens appears when the selected assets are from the same originating system.

1. Select . The **Maintenance Asset Master — Mass Edit** page appears.

Asset Summary						
Asset Id	Errors	Originating System	Stock Number	Item Description	FAST Reportable	
CartridgeAthena	--	M - Maintenance and Utilization	1310000391104	CARTRIDGE,40 MILLIMETER	No	
103661B	--	M - Maintenance and Utilization	1310000391104	CARTRIDGE,40 MILLIMETER	No	

Selected 0/2 10 items per page 1 - 2 of 2 items





Help Reference Guide

Asset Details ↑

<table border="0" style="width: 100%;"> <tr><td>* Maintenance Management Code</td><td>Multiple Values</td></tr> <tr><td>Initial Profiled Date</td><td>Multiple Values</td></tr> <tr><td>Equipment Pool</td><td>Multiple Values ×</td></tr> <tr><td>Maintenance Location</td><td></td></tr> <tr><td>Dispatch Code</td><td>N - No Dispatch</td></tr> <tr><td>Dispatch Category</td><td>Select an Item</td></tr> <tr><td>Subcategory</td><td>Select an Item</td></tr> <tr><td>Dispatch Unavailable Code</td><td>Select an Item</td></tr> </table>	* Maintenance Management Code	Multiple Values	Initial Profiled Date	Multiple Values	Equipment Pool	Multiple Values ×	Maintenance Location		Dispatch Code	N - No Dispatch	Dispatch Category	Select an Item	Subcategory	Select an Item	Dispatch Unavailable Code	Select an Item	<table border="0" style="width: 100%;"> <tr><td>Number of Passengers</td><td></td></tr> <tr><td>Number of Bags</td><td></td></tr> <tr><td>Utilization Measure Code</td><td>Select an Item</td></tr> <tr><td>Utilization Target Monthly</td><td>0</td></tr> <tr><td>Waiver Code</td><td>Select an Item</td></tr> <tr><td>Fuel Association</td><td>N/A - Not Applicable ×</td></tr> <tr><td>Default Fuel Type Code</td><td>Select an Item</td></tr> </table> <p style="font-size: small;">2583 - Default Fuel Type Code cannot be changed while the Fuel Association is different between all Assets.</p>	Number of Passengers		Number of Bags		Utilization Measure Code	Select an Item	Utilization Target Monthly	0	Waiver Code	Select an Item	Fuel Association	N/A - Not Applicable ×	Default Fuel Type Code	Select an Item
* Maintenance Management Code	Multiple Values																														
Initial Profiled Date	Multiple Values																														
Equipment Pool	Multiple Values ×																														
Maintenance Location																															
Dispatch Code	N - No Dispatch																														
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Subcategory	Select an Item																														
Dispatch Unavailable Code	Select an Item																														
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Number of Bags																															
Utilization Measure Code	Select an Item																														
Utilization Target Monthly	0																														
Waiver Code	Select an Item																														
Fuel Association	N/A - Not Applicable ×																														
Default Fuel Type Code	Select an Item																														

Certificates / Licenses ↑

<table border="0" style="width: 100%;"> <tr><td>Select an Item</td></tr> <tr><td>★ TRAINING - TRAINING/OFFSITE ×</td></tr> </table>	Select an Item	★ TRAINING - TRAINING/OFFSITE ×	<h4>Certificates / Licenses Key</h4> <ul style="list-style-type: none"> ★ Indicates a certificate or license applied to all selected assets ☆ Indicates a certificate or license applied to only some selected assets <p style="font-size: x-small; text-align: center;">Remove and add again to apply to all assets</p>
Select an Item			
★ TRAINING - TRAINING/OFFSITE ×			

Vehicle Characteristics ↑

<table border="0" style="width: 100%;"> <tr><td>* Vehicle Type Code</td><td>115 - LD Van 4x2 (Passeng...</td></tr> <tr><td>* Vehicle Group Code</td><td>4115 - Van, Passenger /20, ...</td></tr> <tr><td>* GVWR</td><td>Multiple Values</td></tr> <tr><td>* Fuel Configuration Code</td><td>GAS DE - Gasoline Dedicated</td></tr> <tr><td colspan="2" style="font-size: x-small;">2584 - Fuel Configuration Code cannot be changed until a Default Fuel Type Code is selected.</td></tr> <tr><td>* EISA Acquisition Code</td><td>NON - Not an LGHG emittin...</td></tr> <tr><td>* Executive Vehicle Code</td><td>N/A - Executive fleet design...</td></tr> <tr><td>* Vehicle Assign Type Code</td><td>POOL - Vehicle is assigned ...</td></tr> <tr><td>* Vehicle Armor</td><td>None - None</td></tr> </table>	* Vehicle Type Code	115 - LD Van 4x2 (Passeng...	* Vehicle Group Code	4115 - Van, Passenger /20, ...	* GVWR	Multiple Values	* Fuel Configuration Code	GAS DE - Gasoline Dedicated	2584 - Fuel Configuration Code cannot be changed until a Default Fuel Type Code is selected.		* EISA Acquisition Code	NON - Not an LGHG emittin...	* Executive Vehicle Code	N/A - Executive fleet design...	* Vehicle Assign Type Code	POOL - Vehicle is assigned ...	* Vehicle Armor	None - None	<table border="0" style="width: 100%;"> <tr><td>* Emergency Response Vehicle</td><td>No</td></tr> <tr><td>* Law Enforcement Vehicle</td><td>No</td></tr> <tr><td>* EPAAct 2005 Designation Code</td><td>DEFAULT - Vehicle will be ev...</td></tr> <tr><td>* EPAAct Coverage Code</td><td>DEFAULT</td></tr> <tr><td>* FAST Location Withheld</td><td>No</td></tr> <tr><td>EO 13693 Design</td><td>DEFAULT - Vehicle coverage/exemption status determined by specific vehicle attributes according to EO language and guidance</td></tr> <tr><td>FAST Disposition Reason</td><td>Select an Item</td></tr> </table>	* Emergency Response Vehicle	No	* Law Enforcement Vehicle	No	* EPAAct 2005 Designation Code	DEFAULT - Vehicle will be ev...	* EPAAct Coverage Code	DEFAULT	* FAST Location Withheld	No	EO 13693 Design	DEFAULT - Vehicle coverage/exemption status determined by specific vehicle attributes according to EO language and guidance	FAST Disposition Reason	Select an Item
* Vehicle Type Code	115 - LD Van 4x2 (Passeng...																																
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EO 13693 Design	DEFAULT - Vehicle coverage/exemption status determined by specific vehicle attributes according to EO language and guidance																																
FAST Disposition Reason	Select an Item																																

✖ Cancel
💾 Save

- A. Verify the Asset Summary grid.
- B. Update the Asset Details panel.





- a. Update the Maintenance Management Code, using ▼ to select the desired code.

Note



Additional fields become mandatory based on the selected Maintenance Management Code.

- b. Update the Equipment Pool, using ▼ to select the desired information.
- c. Select  to update the Maintenance Location. *The field becomes editable. This is a 20 alphanumeric character field.*
- d. Update the Dispatch Code, using ▼ to select the desired code.
- e. Update the Dispatch Category, using ▼ to select the desired category. *When selected, the Subcategory field becomes available.*
- f. Update the Subcategory, using ▼ to select the desired category.
- g. Update the Dispatch Unavailable Code, using ▼ to select the desired code.
- h. Select  to update the Number of Passengers. *The field becomes editable and  becomes available to choose the revised number.*

Note



Select  to reset the field to the default.

- i. Select  to update the Number of Bags. *The field becomes editable and  becomes available to choose the revised number.*
- C. Update the Certificates/Licenses panel.
- D. Update the Vehicle Characteristics panel.

Note



The Vehicle Characteristics panel appears when the FAST Reportable = Yes.





Help Reference Guide

- a. Update the Vehicle Type Code, using  to select the desired code.
- b. Update the Vehicle Group Code, using  to select the desired code.
- c. Select  to update the GVWR. *The field becomes editable and  becomes available to choose the revised amount.*

Note



Select  to reset the field to the default.

- d. Update the Fuel Configuration Code, using  to select the desired code.
 - e. Update the EISA Acquisition Code, using  to select the desired code.
 - f. Update the Executive Vehicle Code, using  to select the desired code.
 - g. Update the Vehicle Assign Type Code, using  to select the desired code.
 - h. Update the Vehicle Armor, using  to select the desired code.
 - i. Update the Emergency Response Vehicle, using  to select the desired designation.
 - j. Update the Law Enforcement Vehicle, using  to select the desired designation.
 - k. Update the EPA 2005 Designation Code, using  to select the desired code.
 - l. Update the EPA Coverage Code, using  to select the desired code.
 - m. Update the FAST Location Withheld, using  to select the desired code.
- E. Select . *The **Search For a Maintenance Asset Master** page appears with .*





Transfer a Maintenance Asset Master

Overview

The Maintenance Asset Master Transfer process allows the transfer of maintenance assets.

Navigation

Maintenance > MAINT ASSET MASTER > Search Criteria > > Search Results >
(desired record) > > drop-down option > Transfer (Maintenance Asset Master) slide-out window

Procedures

Transfer a MAINT ASSET MASTER

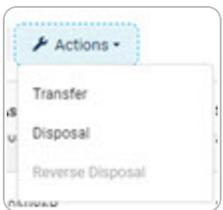
Selecting at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Click to select the entry(s). *The Maintenance Management Code is highlighted, and , , and become available.*

Note

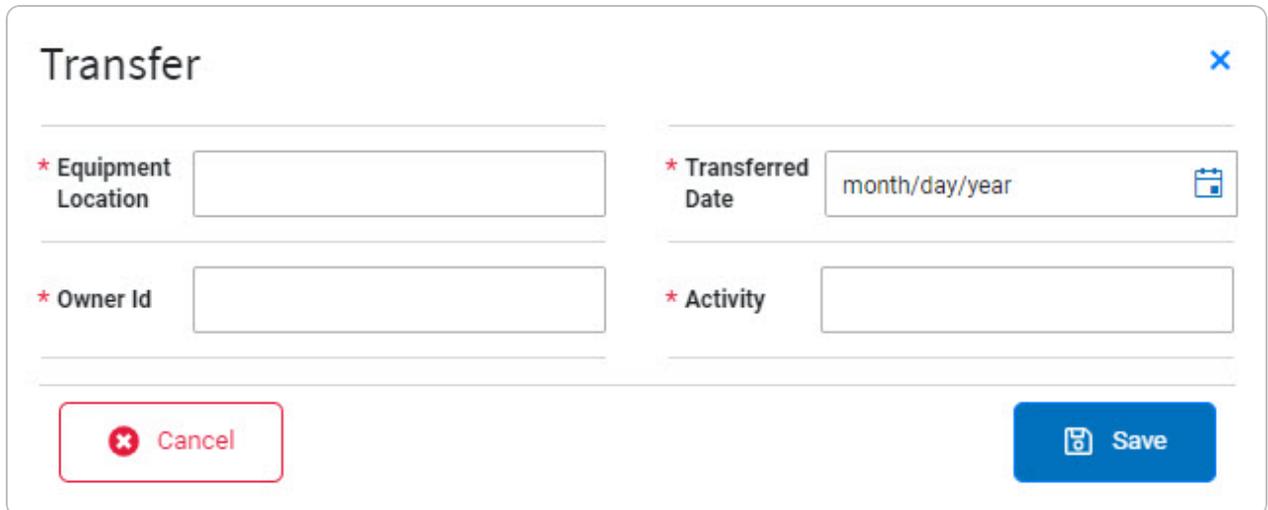
 , , and become available based on the selected maintenance asset record(s). All options are not available for every record. Select next to the desired records to transfer multiple records at the same time.

2. Select . *The drop-down options appear.*





3. Select **Transfer**. The **Transfer a Maintenance Asset Master** slide-out window appears.



The screenshot shows a slide-out window titled "Transfer" with a close button (X) in the top right corner. The window contains four input fields arranged in a 2x2 grid:

- Top-left: "* Equipment Location" with a text input field.
- Top-right: "* Transferred Date" with a date input field containing "month/day/year" and a calendar icon.
- Bottom-left: "* Owner Id" with a text input field.
- Bottom-right: "* Activity" with a text input field.

At the bottom of the window, there are two buttons: a red "Cancel" button on the left and a blue "Save" button on the right.

- A.** Enter the Equipment Location in the field provided. *This is a 20 alphanumeric character field.*
- B.** Enter the OWNER ID in the field provided. *This is a 6 alphanumeric character field.*
- C.** Use  to select the Transferred Date, or enter the date (MM/DD/YYYY) in the field provided.
- D.** Enter the Activity in the field provided. *This is a 50 alphanumeric character field.*
4. Select . The **Transfer a Maintenance Asset Master** slide-out window closes and  appears as the asset is updated in the Search Results grid.





Delete a Maintenance Asset Master

Overview

The Maintenance Asset Master Delete process allows removal of a maintenance asset.

Navigation

Maintenance > MAINT ASSET MASTER > Search Criteria > > Search Results >
 (desired record) > > drop-down option > Disposal pop-up window

Procedures

Delete a MAINT ASSET MASTER

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

- Click to select the entry. The Maintenance Management Code is highlighted, and , , and become available.

Note

 , , and become available based on the selected maintenance asset record. All options are not available for every record.

- Select . The drop-down options appear.



- Select . The **Maintenance Asset Master - Delete** pop-up window appears.





Note



The Delete process is the same for single and mass deletion.



The asset will be removed from Maintenance Asset Master. Are you sure you would like to continue?



Cancel



Yes, continue



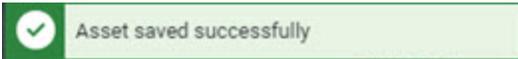
The assets will be removed from Maintenance Asset Master. Are you sure you would like to continue?



Cancel



Yes, continue

4. Select . The **Maintenance Asset Master - Delete** pop-up window closes and  or  appears.





Reverse a Maintenance Asset Master Disposal

Overview

The Maintenance Asset Master Reverse Disposal process allows for the reversal of a deleted maintenance asset.

Navigation

Maintenance > MAINT ASSET MASTER > Search Criteria > > Search Results >
(desired record) > > drop-down option > Reverse Disposal pop-up window

Procedures

Reverse a MAINT ASSET MASTER Disposal

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

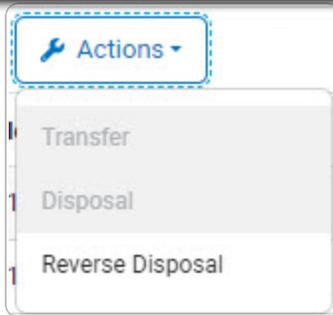
1. Click to select the entry. *The Maintenance Management Code is highlighted, and and become available.*

Note

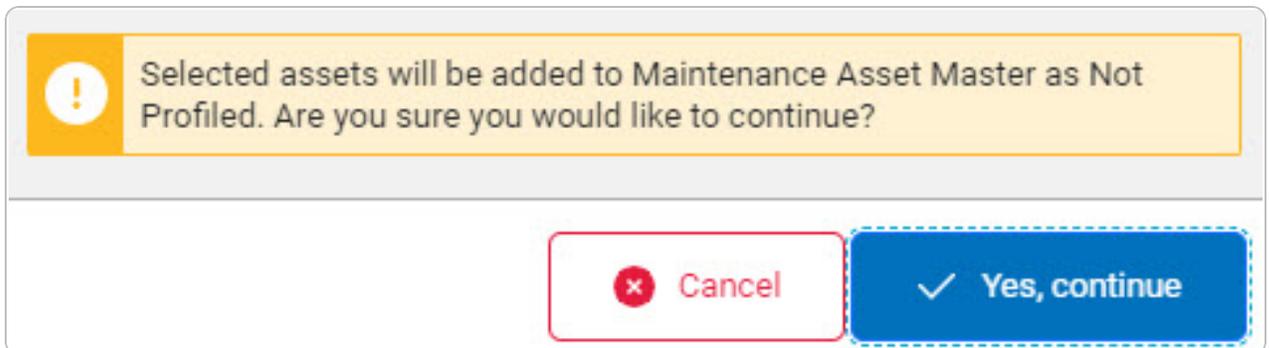
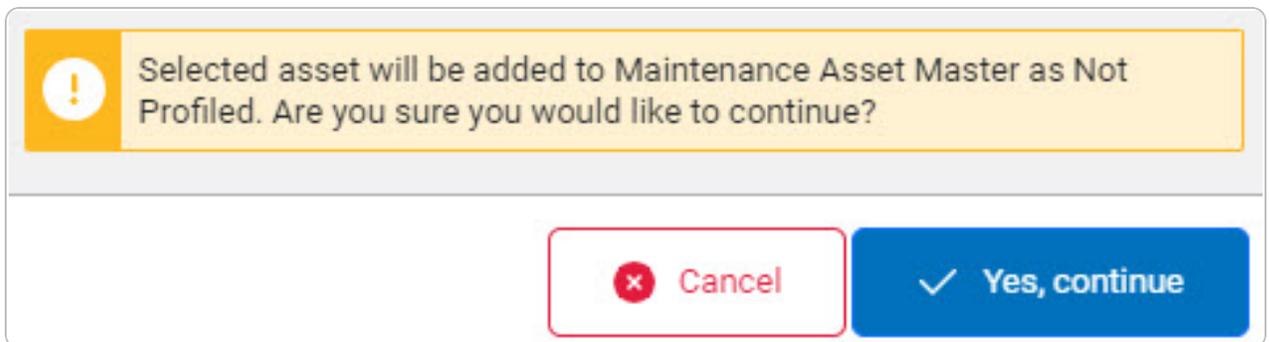
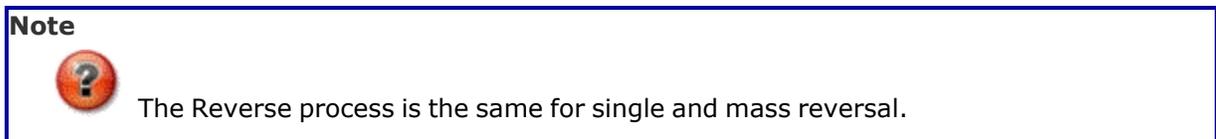
 , , and become available based on the selected maintenance asset record. All options are not available for every record.

2. Select . *The drop-down options appear.*





3. Select **Reverse Disposal**. The **Maintenance Asset Master - Reverse Disposal** pop-up window appears.



4. Select **Yes, continue**. The **Maintenance Asset Master - Reverse Disposal** pop-up window closes and **Asset saved successfully** or **Assets saved successfully** appears.

