



# 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

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Asset Id

Maintenance Management Code

Equipment Pool

Stock Number

Serial Number

All

No

Yes

FAST Reportable

MC Status Code

In Use

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

Search Results ^

Options   Add   Edit   View History   Actions

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	01SE0607147	232001107135	TRUCK/UTILITY	HUMMAY98A100004	-	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

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And
Or

Disposed

Is equal to


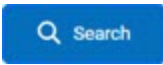
Is false

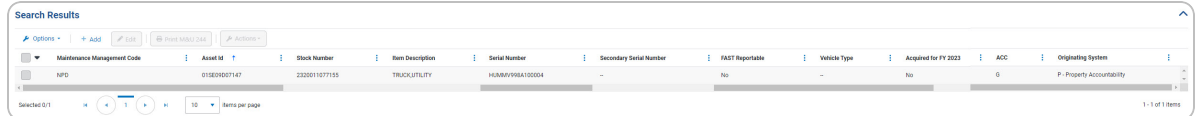
- A. Select . Selecting the **And** button includes all rows of criteria in the search results grid. Selecting the **Or** button includes specified criteria of the selected expressions/groups in the search results grid.
- B. Select . Adds another expression row to the search criteria grid.
- C. Select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

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**Summary** ↑

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

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**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** ↑

Asset Id     Serial Number     Secondary Serial Number     Equipment Location     Acquisition Date     Received Date     Acquisition Cost

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							
Asset Id	Serial Number	Secondary Serial Number	Equipment Location	Acquisition Date	Received Date	Acquisition Cost	
1005678	B100576	--	--	01/17/2023	--	\$36.00	<input checked="" type="checkbox"/>

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	
<input type="checkbox"/> Auto Assign	Received Date: <input type="text" value="month-day-year"/>
* Asset Id: <input type="text" value="anotherstest45"/>	Secondary Serial Number: <input type="text"/>
* Serial Number: <input type="text" value="54anotherstest"/>	Equipment Location: <input type="text"/>
* Acquisition Date: <input type="text" value="08-25-2023"/>	* Acquisition Cost: <input type="text" value="\$45.00"/>
<input type="button" value="Cancel"/>	<input type="button" value="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.





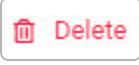
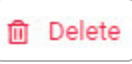
### Note



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  Edit and  Delete become available.*
- B.** Select . *The Delete Confirmation pop-up window appears.*





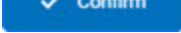
## Help Reference Guide



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

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### 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

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### Asset Details

* Maintenance Management Code	NPD - Not Profiled	Number of Passengers	0
Equipment Pool	Select an Item	Number of Bags	0
Maintenance Location		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.

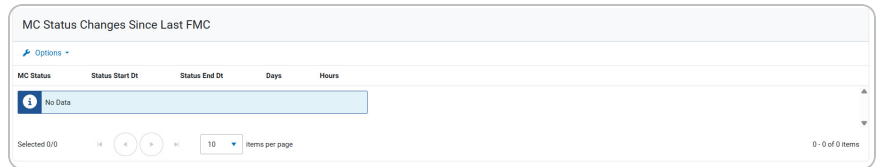
3. Use  to select the Equipment Pool.





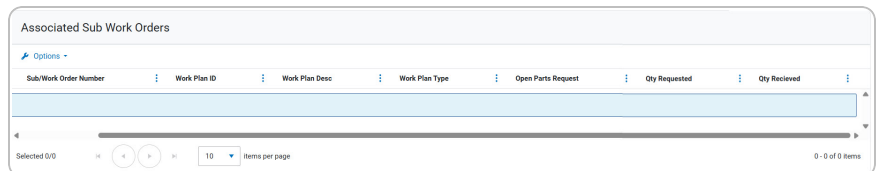
## Help Reference Guide

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 MC Status - Loading panel.*
1. *Complete the MC Status Changes Since Last FMC panel.*



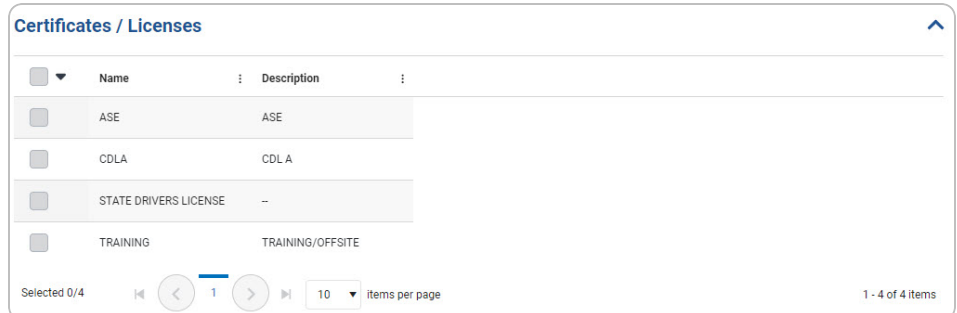
MC Status	Status Start Dt	Status End Dt	Days	Hours
No Data				

2. *Complete the Associated SUB Work Orders panel.*



Sub/Work Order Number	Work Plan ID	Work Plan Desc	Work Plan Type	Open Parts Request	Qty Requested	Qty Received
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- e. *Complete the Certificates / Licenses grid.*



Name	Description
ASE	ASE
CDLA	CDL A
STATE DRIVERS LICENSE	--
TRAINING	TRAINING/OFFSITE

- f. *Complete the Vehicle Characteristics grid.*















## Help Reference Guide

**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"/></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 EPA2005 Coverage Code.
- g. *Complete the Vehicle Cost grid.*
- h. *Complete the Point of Contact grid.*

**Point of Contact** ^

Contact Id





**Point of Contact** ^

Contact Id <input style="width: 80%;" type="text" value="1771"/>	Mobile <input style="width: 80%;" type="text"/>
Name <input style="width: 80%;" type="text" value="Test"/>	Remarks <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>
Email <input style="width: 80%;" type="text" value="test@train.com"/>	
Phone Number <input style="width: 80%;" type="text"/>	

i. Complete the Additional Attributes grid.

**Additional Attributes** ^

**Corrosion**

Corrosion Score <input style="width: 80%;" type="text" value="Select an Item"/>	Color <input style="width: 80%;" type="text" value="Select an Item"/>
Primers <input style="width: 80%;" type="text" value="Select an Item"/>	Last Painted Date <input style="width: 80%;" type="text" value="month-day-year"/>
Topcoats <input style="width: 80%;" type="text" value="Select an Item"/>	

**Nuclear**

Nuclear Certified Indicator <input style="width: 80%;" type="text" value="NCE-Yes"/>	Nuclear Restricted Reason <div style="border: 1px solid #ccc; padding: 2px; font-size: 8px;">Refer to the MNCL for a nuclear restriction information</div>
Nuclear Restricted <input type="checkbox"/> Nuclear Restricted	

Cancel
← Back
Save

1. Complete the Corrosion grid.
2. Complete the Nuclear grid.

8. Select . The **Maintenance Asset Master Search** 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 includes sections for Summary (Asset Name, Manufacturer, etc.), Asset Details (Maintenance Management Code, Initial Planned Date, etc.), Utilization (Report Date, Utilization Measure Code, etc.), Certificates / Licenses (a table with columns for Name and Description), Point of Contact (Contact ID), and Additional Attributes (Classification, Estimate Date, etc.).

### Note



If the asset originates outside of the Maintenance and Utilization module, the fields are disabled.







A. *Verify the Summary grid.*

Summary			
Stock Number 2320011762223	Item Description TRUCK,VAN	Manufacturer Name FORD	Manufacturer Year 2018
Manufacturer Model Number E250	Manufacturer Part Number -	Property Custodian DMB001	Asset Id BROOKS000285
Serial Number GF56789ASDFGRT56K			


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. *View the MC Status - FMC panel.*

MC Status - FMC	
FMC Start Date:	3/27/2023

D. *Verify the MC Status - NMCM panel.*





a. *Verify the MC Status Totals Since Last FMC grid.*

**MC Status - PMC**

MC Status Totals Since Last FMC  
FMC End Date/Time: 2025-06-18T18:50:14.627Z

Options

MC Status	Status Start Dt	Status End Dt	Days	Hours
PMC	2025-06-10T10:50:12.463Z	2025-06-12T02:50:12.463Z	1	16
PMCM	2025-06-12T02:50:12.463Z	2025-06-12T22:50:12.463Z	0	20
PMCS	2025-06-12T22:50:12.463Z	2025-06-13T18:50:12.463Z	0	20
PMCB	2025-06-13T18:50:12.463Z	2025-06-14T14:50:12.463Z	0	20
NMC	2025-06-14T14:50:12.463Z	2025-06-15T10:50:12.463Z	0	20
NMCM	2025-06-15T10:50:12.463Z	2025-06-15T20:50:12.463Z	0	10
NMCS	2025-06-15T20:50:12.463Z	2025-06-16T06:50:12.463Z	0	10
NMCB	2025-06-16T06:50:12.463Z	2025-06-16T16:50:12.463Z	0	10

Selected 0/8 | 10 items per page | 1 - 8 of 8 items

b. *Verify the MC Status Changes Since Last FMC grid.*

**MC Status Changes Since Last FMC**

Options

MC Status	Status Start Dt	Status End Dt	Days	Hours
PMC	2025-06-16T19:14:14.535Z	--	--	--
PMCM	2025-06-17T03:14:14.535Z	2025-06-17T19:14:14.535Z	--	--
PMCB	2025-06-17T19:14:14.535Z	2025-06-18T09:14:14.535Z	--	--

Selected 0/3 | 10 items per page | 1 - 3 of 3 items

c. *Verify the Associated SUB WORK ORDERS grid.*

**Associated Sub Work Orders**

Options

MC Status	Sub/Work Order Number	Work Plan ID	Work Plan Desc	Work Plan Type	Parts Status	Qty Requested	Qty Received
PMCM	123456	42	Hydraulic	test	de-parted	3	1

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

E. *Update the Utilization panel.*





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### Utilization

Report Date	02-08-2024	Days Unavailable	0
Utilization Measure Code	Miles	Fuel Code	
Meter Reading	55000	Fuel Type Code	
Utilization On Base	54565	Fuel State Code	
Utilization Off Base	435	Fuel Quantity	0
Total Utilization Quantity	55000	Fuel Cost	0
Days Used	0	Total Fuel Cost	0
Days Idle	0		

F. Update the Certificate / Licenses panel.

### Certificates / Licenses

	Name	Description
<input type="checkbox"/>	AND ANOTHER LICENSE	AND ANOTHER LICENSE
<input type="checkbox"/>	ASE	--
<input type="checkbox"/>	CDL	--
<input type="checkbox"/>	CDL7	TRAINING TEST 7
<input type="checkbox"/>	CTB- CERTIFIED THIRD BASE	CTB- CERTIFIED THIRD BASEMAN
<input checked="" type="checkbox"/>	HELP TESTING	TEST FOR HELP
<input type="checkbox"/>	STATE DRIVERS LICENSE	STATE DRIVERS LICENSE
<input type="checkbox"/>	TESTING	TEST FOR HELP
<input type="checkbox"/>	TRAINING	TRAINING TEST

Selected 1/9    10 items per page    1 - 9 of 9 items











G. Update the Vehicle Characteristics panel.


### Vehicle Characteristics


<p>* Vehicle Type Code: 102 - HD</p> <p>* Vehicle Group Code: 0101 - HD Owned</p> <p>* GVWR: 24,000</p> <p>* Fuel Configuration Code: GAS HY - Gasoline Hybrid <small>2584 - Fuel Configuration Code cannot be changed until a Default Fuel Type Code is selected.</small></p> <p>* EISA Acquisition Code: N/A - Not applicable</p> <p>* Executive Vehicle Code: N/A - Executive fleet designa...</p> <p>* Vehicle Assign Type Code: POOL - Vehicle is assigned to...</p>	<p>* Vehicle Armor: None - None</p> <p><input type="checkbox"/> Emergency Response Vehicle</p> <p><input type="checkbox"/> Law Enforcement Vehicle</p> <p>* EPAAct 2005 Designation Code: DEFAULT - Vehicle will be eva...</p> <p>* EPAAct Coverage Code: DEFAULT</p> <p>FAST Location Withheld: false</p> <p>EO 13693 Design: 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.
- H. *Verify the Vehicle Costs panel.*

**Vehicle Costs** 

 **Info:**  
No vehicle costs for asset exist

- I. *Update the Point of Contact panel.*

**Point of Contact** 

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

- J. *Update the Additional Attributes panel.*





**Additional Attributes**

**Corrosion**

Corrosion Score	Select an Item	Color	Select an Item
Primers	Select an Item	Last Painted Date	month-day-year
Topcoats	Select an Item		

**Nuclear**

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

**Reimbursable/Mission Critical**

<input type="checkbox"/> Reimbursable
<input type="checkbox"/> Refundable
<input type="checkbox"/> Mission Critical

- Update the Corrosion grid.
- Verify the Nuclear grid.
- Verify the Reimbursable/Mission Critical grid.
  - Verify the Reimbursable.
  - Verify the Refundable.
  - Verify the Mission Critical.

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

K.

**OR**

Select the Asset Entry tab.





Stock Number    **Asset Entry**    Asset Details

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**Summary** ^

Stock Number 132003886588	Item Description TRUCK	Manufacturer Name AMC	Manufacturer Year 2011
Manufacturer Model Number AMC	Manufacturer Part Number AMC		

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**Asset Description** ^

* Asset Id	<input type="text" value="MUTruck1"/>	Received Date	<input type="text" value="month-day-year"/>
* Serial Number	<input type="text" value="MUTruck"/>	Secondary Serial Number	<input type="text"/>
* Acquisition Date	<input type="text" value="04-04-2023"/>	Equipment Location	<input type="text"/>
		* Acquisition Cost	<input type="text" value="\$0.02"/>

Stock Number    **Asset Entry**    Asset Details

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Fields are disabled due to asset originating outside of Maintenance and Utilization.

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**Summary** ^

Stock Number 1234567890	Item Description BROOKS SUPER ASSETS	Manufacturer Name ROBERT A LEWIS TECHNOLOGY	Manufacturer Year 2009
Manufacturer Model Number -	Manufacturer Part Number -	Property Custodian DMB001	

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**Asset Description** ^

* Asset Id	<input type="text" value="BROOKS000009"/>	* Acquisition Cost	<input type="text" value="1000.00"/>
* Serial Number	<input type="text" value="0005"/>	Acquisition Date	<input type="text" value="02/01/2010"/>
Secondary Serial Number	<input type="text"/>	Received Date	<input type="text" value="02/26/2010"/>
Equipment Location	<input type="text" value="AREA7"/>		

- 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.

Stock Number
Asset Entry
Asset Details

### Identification

\* Stock Number

Item Description

Unit Of Issue

### Asset Configuration

\* Manufacturer Name

Manufacturer Part Number

\* Manufacturer Year

Agency Code



Manufacturer Model Number


CAGE Code

Lease Code

\* Major Command Code

FAST Reportable

 Fields are disabled due to asset originating outside of Maintenance and Utilization.

### Summary

Stock Number 1234567890	Item Description BROOKS SUPER ASSETS	Manufacturer Name ROBERT A LEWIS TECHNOLOGY	Manufacturer Year 2009
Manufacturer Model Number -	Manufacturer Part Number -	Property Custodian DMB001	

### Asset Description

\* Asset Id

\* Serial Number



Secondary Serial Number

Equipment Location

\* Acquisition Cost

Acquisition Date




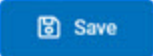

Received Date





## Help Reference Guide

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 **Maintenance Asset Master Search** 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 ◀ 1 ▶ 10 items per page 1 - 2 of 2 items





### Asset Details ↑

<table border="0" style="width: 100%;"> <tr><td style="border-bottom: 1px solid #ccc;">* Maintenance Management Code</td><td style="border-bottom: 1px solid #ccc;">Multiple Values</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">Initial Profiled Date</td><td style="border-bottom: 1px solid #ccc;">Multiple Values</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">Equipment Pool</td><td style="border-bottom: 1px solid #ccc;">Multiple Values ×</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">Maintenance Location</td><td style="border-bottom: 1px solid #ccc;"></td></tr> <tr><td style="border-bottom: 1px solid #ccc;">Dispatch Code</td><td style="border-bottom: 1px solid #ccc;">N - No Dispatch</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">Dispatch Category</td><td style="border-bottom: 1px solid #ccc;">Select an Item</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">Subcategory</td><td style="border-bottom: 1px solid #ccc;">Select an Item</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">Dispatch Unavailable Code</td><td style="border-bottom: 1px solid #ccc;">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 style="border-bottom: 1px solid #ccc;">Number of Passengers</td><td style="border-bottom: 1px solid #ccc;"></td></tr> <tr><td style="border-bottom: 1px solid #ccc;">Number of Bags</td><td style="border-bottom: 1px solid #ccc;"></td></tr> <tr><td style="border-bottom: 1px solid #ccc;">Utilization Measure Code</td><td style="border-bottom: 1px solid #ccc;">Select an Item</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">Utilization Target Monthly</td><td style="border-bottom: 1px solid #ccc;">0</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">Waiver Code</td><td style="border-bottom: 1px solid #ccc;">Select an Item</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">Fuel Association</td><td style="border-bottom: 1px solid #ccc;">N/A - Not Applicable ×</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">Default Fuel Type Code</td><td style="border-bottom: 1px solid #ccc;">Select an Item</td></tr> </table> <p style="font-size: small; margin-top: 5px;">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
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### Certificates / Licenses ↑

<table border="0" style="width: 100%;"> <tr><td style="border-bottom: 1px solid #ccc;">Select an Item</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">★ TRAINING - TRAINING/OFFSITE ×</td></tr> </table>	Select an Item	★ TRAINING - TRAINING/OFFSITE ×	<h4>Certificates / Licenses Key</h4> <ul style="list-style-type: none"> <li>★ Indicates a certificate or license applied to all selected assets</li> <li>☆ Indicates a certificate or license applied to only some selected assets</li> </ul> <p style="font-size: x-small; margin-top: 5px;">Remove and add again to apply to all assets</p>
Select an Item			
★ TRAINING - TRAINING/OFFSITE ×			

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### Vehicle Characteristics ↑


<table border="0" style="width: 100%;"> <tr><td style="border-bottom: 1px solid #ccc;">* Vehicle Type Code</td><td style="border-bottom: 1px solid #ccc;">115 - LD Van 4x2 (Passeng...</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">* Vehicle Group Code</td><td style="border-bottom: 1px solid #ccc;">4115 - Van, Passenger /20, ...</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">* GVWR</td><td style="border-bottom: 1px solid #ccc;">Multiple Values</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">* Fuel Configuration Code</td><td style="border-bottom: 1px solid #ccc;">GAS DE - Gasoline Dedicated</td></tr> <tr><td colspan="2" style="font-size: x-small; margin-top: 5px;">2584 - Fuel Configuration Code cannot be changed until a Default Fuel Type Code is selected.</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">* EISA Acquisition Code</td><td style="border-bottom: 1px solid #ccc;">NON - Not an LGHG emittin...</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">* Executive Vehicle Code</td><td style="border-bottom: 1px solid #ccc;">N/A - Executive fleet design...</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">* Vehicle Assign Type Code</td><td style="border-bottom: 1px solid #ccc;">POOL - Vehicle is assigned ...</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">* Vehicle Armor</td><td style="border-bottom: 1px solid #ccc;">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 style="border-bottom: 1px solid #ccc;">* Emergency Response Vehicle</td><td style="border-bottom: 1px solid #ccc;">No</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">* Law Enforcement Vehicle</td><td style="border-bottom: 1px solid #ccc;">No</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">* EPAAct 2005 Designation Code</td><td style="border-bottom: 1px solid #ccc;">DEFAULT - Vehicle will be ev...</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">* EPAAct Coverage Code</td><td style="border-bottom: 1px solid #ccc;">DEFAULT</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">* FAST Location Withheld</td><td style="border-bottom: 1px solid #ccc;">No</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">EO 13693 Design</td><td style="border-bottom: 1px solid #ccc;">DEFAULT - Vehicle coverage/exemption status determined by specific vehicle attributes according to EO language and guidance</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">FAST Disposition Reason</td><td style="border-bottom: 1px solid #ccc;">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
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✖ 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.

- 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 **Maintenance Asset Master Search** 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

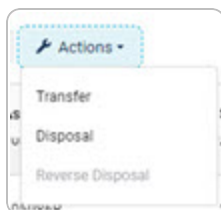
Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

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

**Note**

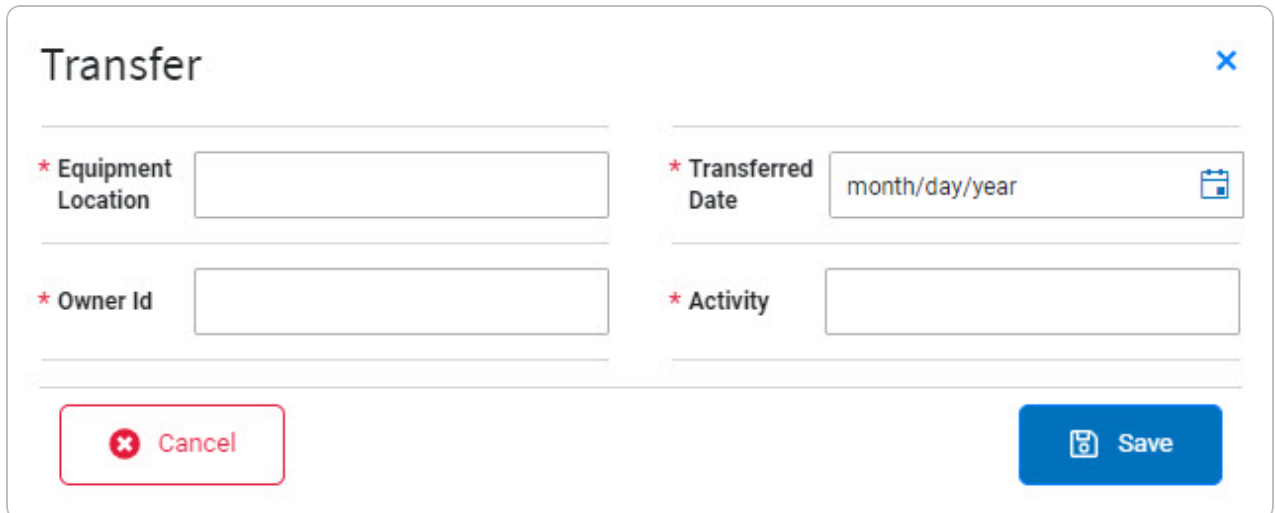
 , , and  become available based on the selected maintenance asset record(s). All options are not available for every record. Select  next to the desired records to transfer multiple records at the same time.

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:

- \* Equipment Location: A text input field.
- \* Transferred Date: A date input field with a calendar icon and the placeholder text "month/day/year".
- \* Owner Id: A text input field.
- \* Activity: A text input field.

At the bottom of the window, there are two buttons: a red "Cancel" button with a close icon and a blue "Save" button with a save icon.

- 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.

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 . *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



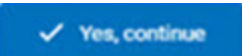


The assets will be removed from Maintenance Asset Master. Are you sure you would like to continue?



Cancel



Yes, continue

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

### Note





If the selected asset is a FAST asset with subassemblies,



FAST assets with subassemblies must be disassociated before disposition.

Ok

appears.

OK

Select **OK**. The **Maintenance Asset Master Search** grids reappear.





# 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.

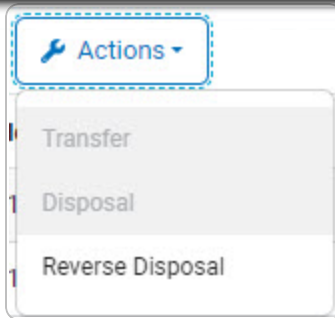
1. Click  to select the entry. *The Maintenance Management Code is highlighted, and  and  become available.*

#### Note

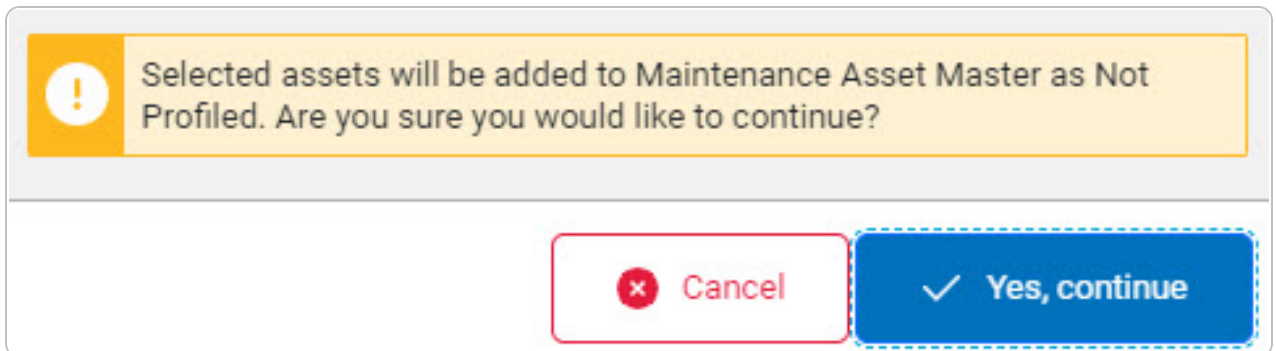
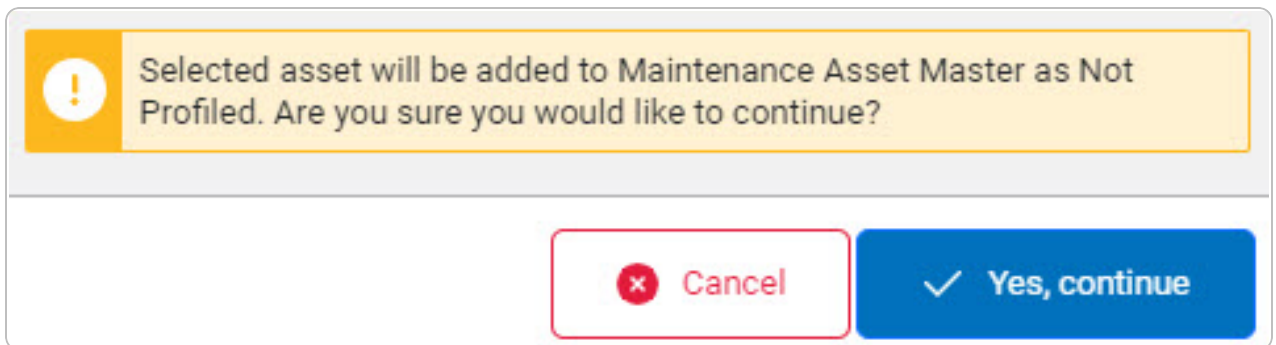
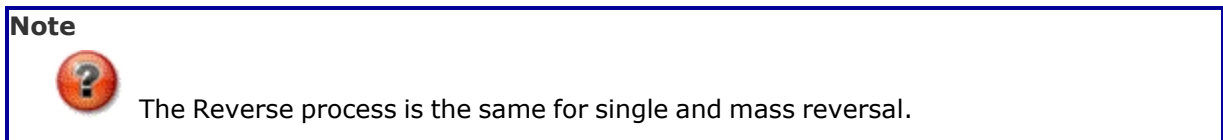
 , , and  become available based on the selected maintenance asset record. All options are not available for every record.

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.

