



Search for a Maintenance Activity

Overview

The Maintenance and Utilization module Maintenance Activity (MA) process provides the ability to:

- Determine responsibility of performing maintenance for assets
- Create Equipment Pools
- Manage Operators and Technicians

The MA is associated to a Warehouse to manage the parts needed during maintenance. The MA is usually an in-house organization. However, if the maintenance is contracted out, then an external organization is identified as the MA.

Navigation

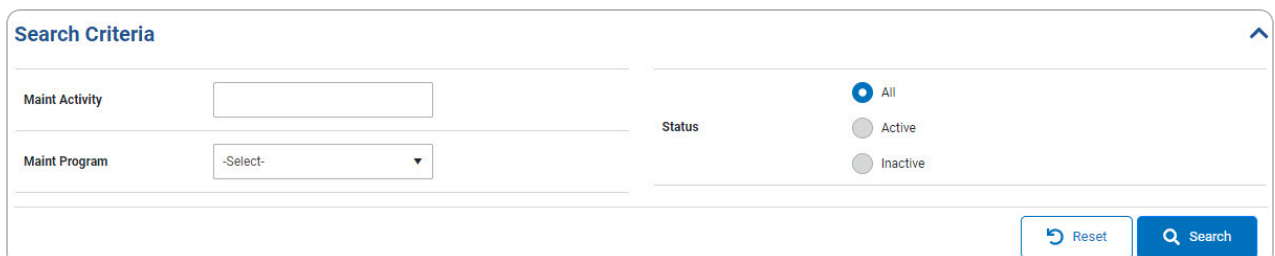
Master Data > Maintenance Activity > Maintenance Activity Search page

Procedures

Search for a Maintenance Activity

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 panel, narrow the results by entering one or more of the following optional fields.

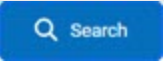


The screenshot shows the 'Search Criteria' panel with the following fields and options:

- Maint Activity:** A text input field.
- Maint Program:** A dropdown menu currently showing '-Select-'.
- Status:** Radio button options for 'All' (selected), 'Active', and 'Inactive'.
- Buttons:** A 'Reset' button with a circular arrow icon and a 'Search' button with a magnifying glass icon.





2. Select . The results appear in the Search Results grid.

Search Criteria

Maint Activity

Maint Program-Select-

Status

All

Active

Inactive

Reset

Search

Search Results

Options

+ Add

Edit

☐	Maint Activity	Description	Maint Program	Status
☐	JD5	TEST	FUNC-2 Program	Active

1

10

Items per page

1 - 1 of 1 items

Defense Logistics Agency (DLA)
Logistics Catalog and Data Solutions (LCDS)

Unclassified

2

ELMS Helpdesk
1-844-843-3727



Add a Maintenance Activity

Navigation

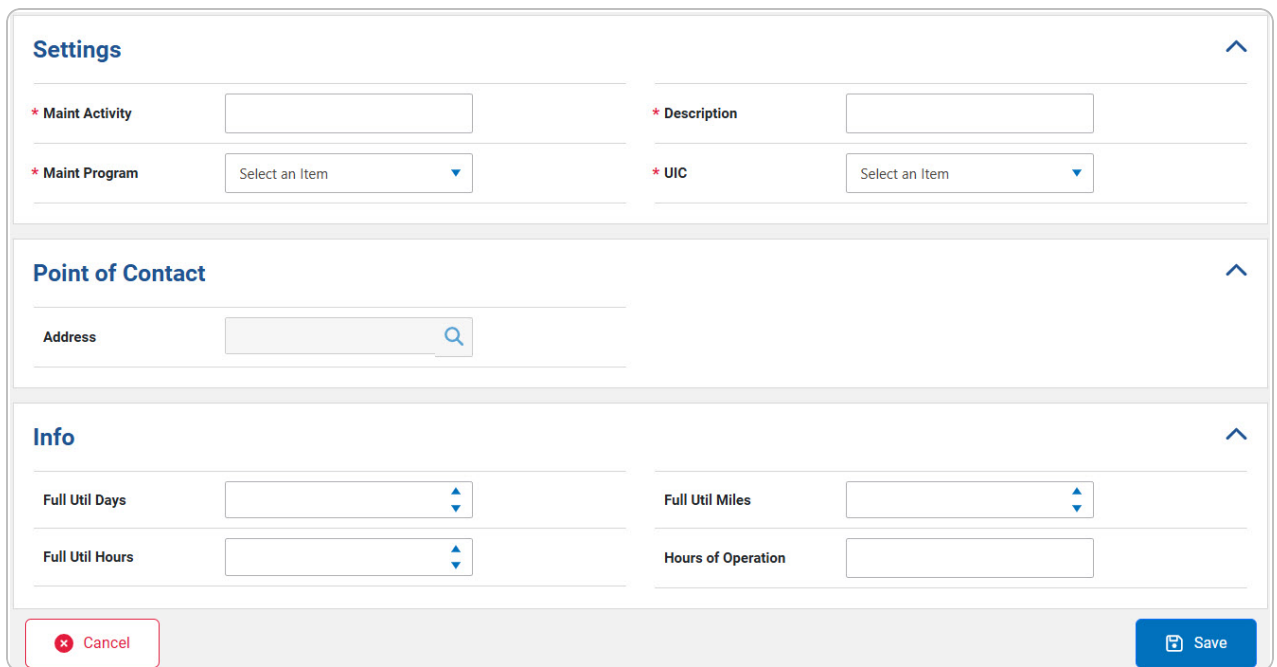
Master Data > Maintenance Activity > Search Criteria >  > Maintenance Activity Settings (Add) page

Procedures

Add a Maintenance Activity

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

1. Select . The **Maintenance Activity Settings (Add)** page appears.



The screenshot shows the 'Settings' page for adding a maintenance activity. It is divided into three main sections: 'Settings', 'Point of Contact', and 'Info'. The 'Settings' section contains four required fields: 'Maint Activity' (text input), 'Description' (text input), 'Maint Program' (dropdown menu with 'Select an Item'), and 'UIC' (dropdown menu with 'Select an Item'). The 'Point of Contact' section has an 'Address' field with a search icon. The 'Info' section contains four fields: 'Full Util Days' (spinner), 'Full Util Miles' (spinner), 'Full Util Hours' (spinner), and 'Hours of Operation' (text input). At the bottom, there is a 'Cancel' button (with a red X icon) and a 'Save' button (with a floppy disk icon).

2. Complete the Settings grid.
 - A. Enter the MAINT ACTIVITY in the field provided. *This is a 15 alphanumeric character field.*





Help Reference Guide

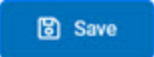
- B. Use ▼ to select the Maint Program.
 - C. Enter the Description in the field provided. *This is a 250 alphanumeric character field.*
 - D. Use ▼ to select the UIC.
3. Complete the Address grid.

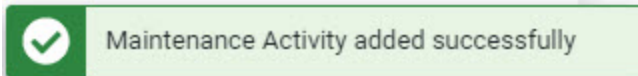
Note



If the desired address is incomplete, the MA is considered incomplete, and a "Mandatory Entry" error appears. Update the Address first, before updating the MA. See **Update an Address** for further information.

4. Complete the INFO grid.

5. Select . The **Maintenance Activity Search** page appears and



appears as the entry is added to the Search Results grid.





Update a Maintenance Activity

Navigation

Master Data > Maintenance Activity > Search Criteria >  > Search Results >  > Maintenance Activity Settings (Update) page

Procedures

Update a Maintenance Activity

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

1. Select . The **Maintenance Activity Settings (Update)** page appears.

Settings

Maint Activity	BROOKS MA	Description	BROOKS MA
Maint Program	FUNC-2 Program	UIC	BROOKS
Status	Active		

Point of Contact

Address	DAVID BROOKS		
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Info

Full Util Days	0	Full Util Miles	0
Full Util Hours	0	Hours of Operation	







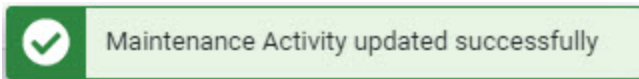
2. *Complete the Settings grid.*
 - A. Update the MAINT ACTIVITY, entering the revised activity in the field provided. *This is a 15 alphanumeric character field.*
 - B. Update the Maint Program, using ▼ to select the desired program.
 - C. Update the Description, entering the revised information in the field provided. *This is a 250 alphanumeric character field.*
 - D. Update the UIC, using ▼ to select the desired code.
3. *Complete the Address grid.*

Note



If the desired address is incomplete, the MA is considered incomplete, and a "Mandatory Entry" error appears. Update the Address first, before updating the MA. See **Update an Address** for further information.

4. *Complete the INFO grid.*
5. Select . The **Maintenance Activity Search** page appears and



appears as the entry is added to the Search Results grid.





View the Maintenance Activity Details

Navigation

Master Data > Maintenance Activity > Search Criteria >  > Search Results > Maintenance Activity hyperlink > Maintenance Activity Details slide-out window

Procedures

View the Maintenance Activity Details

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

Bold numbered steps are required.

1. Select the Maintenance Activity hyperlink of the desired entry. The **Maintenance Activity Details** slide-out window appears on the right.

JD5

Details

Maint Activity	JD5	Address	JD5
Maint Program	FUNC-2 Program	Full Util Days	0
Status	Active	Full Util Hours	0
Description	TEST	Full Util Miles	0
UIC	N00012	Hours of Operation	

2. Select . The **Maintenance Activities Details** slide-out window closes and the Search Results appear.

