Search for a Maintenance Asset Utilization Record — Criteria

Overview

The Maintenance and Utilization module Maintenance Asset Utilization Record process provides the ability to add, update, and delete utilization records. The process allows the input of data, cumulative utilization, and fuel used for a period of time. Only records that exist on the MAM and have a Maintenance Management Code of UTL or MAU are visible, provided the operating personnel has access to the asset.
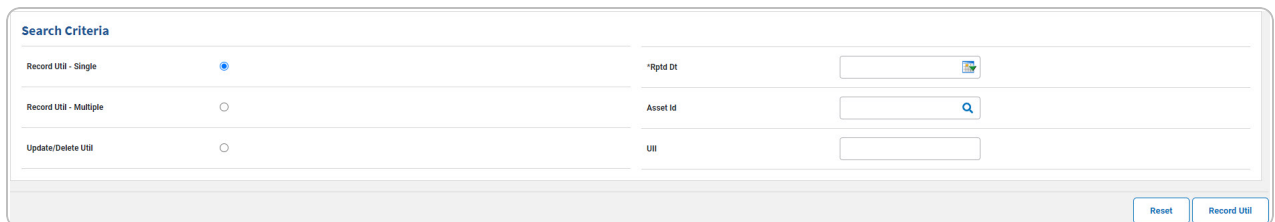
Navigation

Utilization > MAINT ASSET UTIL > Maintenance Asset Utilization Record Search Criteria page

Procedures

Search for a Maintenance Asset Utilization Record — Criteria — Record UTIL - Single

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting [Reset] *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Search Criteria grid, the Record UTIL - Single is selected by default ⦿ .

Search Criteria			
Record Util - Single	⦿	*Rptd Dt	
Record Util - Multiple	○	Asset Id	🔍
Update/Delete Util	○	Uii	
			Reset · Record Util

    - Use 🗓 to select the RPTD DT, or enter the date (MM/DD/YYYY) in the field provided.
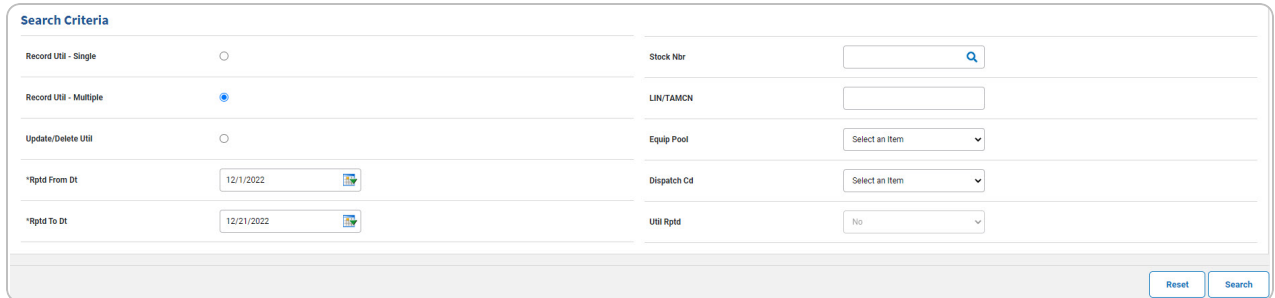   - Narrow the results by entering one of the following fields.

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- Enter the ASSET ID, or use 🔍 to browse for the entry. *This is a 12 alpha-numeric character field.*

- Enter the UII in the field provided. *This is a 50 alphanumeric character field.*

2. Select **Record Util** . *The **Maintenance Asset Utilization Record** page appears.*

Search for a Maintenance Asset Utilization Record — Criteria — Record UTIL - Multiple

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1. In the Search Criteria grid, select the Record UTIL - Multiple ⭕ .

- Use 📅 to select the RPTD FROM DT, or enter the date (MM/DD/YYYY) in the field provided.

- Use 📅 to select the RPTD TO DT, or enter the date (MM/DD/YYYY) in the field provided.

- Narrow the results by entering one of the following optional fields.

2. Select **Search** . *The **Maintenance Asset Utilization Search Results** page appears.*

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Search Criteria

Rptd From Dt 12/1/2022	**Stock Nbr** 839757589092	**Equip Pool** --	**Util Rptd** NO
Rptd To Dt 12/22/2022	**LIN/TAMCN** --	**Dispatch Cd** --	

Search Results

Select/Deselect ☐	Asset Id	Metered	Mtr Rdng	Total Util Qty	Util Measure Cd	Stock Nbr	Serial Nbr	Secondary Serial Number	UII	Equip Pool	Dispatch Cd	Item Desc	LIN/TAMCN	Loc	Fdcry Deprn Mthd Cd
☐	BROOKS000117	Yes	1100.00	1100.00	H - Hours	839757589092	943136464				N - No Dispatch	ACTIVITY BASED DEPR	AB1234	AREA7	AB - Activity Based
☐	BROOKS000120	Yes	3200.00	3200.00	H - Hours	839757589092	943164				N - No Dispatch	ACTIVITY BASED DEPR	AB1234	AREA7	AB - Activity Based

Cancel   **Record Util**

Search for a Maintenance Asset Utilization Record — Criteria — Record UTIL - Update/Delete Util

1. In the Search Criteria grid, select the Record UTIL - Update/Delete ○ .

Search Criteria

Record Util - Single	○	*Rptd Dt	[ ] 📅
Record Util - Multiple	○	Asset Id	[ ] 🔍
Update/Delete Util	●	UII	[ ]

Reset   Search

- Use 📅 to select the RPTD DT, or enter the date (MM/DD/YYYY) in the field provided.

- Narrow the results by entering one of the following optional fields.

2. Select [Search] . *The **Maintenance Asset Utilization Search Results** page appears.*

Search Criteria

Rptd Dt	Asset Id	UII
1/30/2018	BROOKS000097	--

Search Results

|		Asset Id	Tran Ref Id	Rptd Dt	Updtd By	Metered	Mtr Rdng	Tran Util Qty	Util Measure Cd	Stock Nbr	Serial Nbr	Secondary Serial Number	UII	Item Desc	LIN/TAMCN	Loc	Fdcry Deprn Mthd Cd	Locked By Dispatch
Update	Delete	BROOKS000097	BROOKS000097-013020181640545197500	01/30/2018	GMSA-DPASTFS$	Yes	10400.00	7443.00	M - Miles	89688968	94131064		LDN00367BROOKS000097	M AND U ASSETS	AB1234	TAGTEST	SL-Straight Line	No

Cancel

Add a Maintenance Asset Utilization Record - Single

1. In the Search Criteria grid, the Record UTIL - Single is selected by default ⦿ .

- Use 📅 to select the RPTD DT, or enter the date (MM/DD/YYYY) in the field provided.
- Narrow the results by entering one of the following optional fields.

2. Select [Record Util] . *The **Maintenance Asset Utilization Record** page appears.*

Add a Maintenance Asset Utilization Record - Multiple

1. In the Search Criteria grid, select the Record UTIL - Multiple ◯ .

- Use 📅 to select the RPTD FROM DT, or enter the date (MM/DD/YYYY) in the field provided.

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- Use ⬛ to select the RPTD TO DT, or enter the date (MM/DD/YYYY) in the field provided.

- Narrow the results by entering one of the following optional fields.

2. Select [Search]. *The **Maintenance Asset Utilization Search Results** page appears.*

Search Criteria

Rptd From Dt 1/1/2023	**Stock Nbr** 839757589092	**Equip Pool** --	**Util Rptd** NO
Rptd To Dt 1/5/2023	**LIN/TAMCN** --	**Dispatch Cd** --	

Search Results

Select/Deselect ☐	Asset Id	Metered	Mtr Rdng	Total Util Qty	Util Measure Cd	Stock Nbr	Serial Nbr	Secondary Serial Number	UII	Equip Pool	Dispatch Cd	Item Desc	LIN/TAMCN	Loc	Fdcry Deprn Mthd Cd
☐	BROOKS000117	Yes	1100.00	1100.00	H - Hours	839757589092	943136464				N - No Dispatch	ACTIVITY BASED DEPR	AB1234	AREA7	AB - Activity Based
☐	BROOKS000120	Yes	3200.00	3200.00	H - Hours	839757589092	943164				N - No Dispatch	ACTIVITY BASED DEPR	AB1234	AREA7	AB - Activity Based

[Cancel] [Record Util]

3. Click ☐ to select the entry. *The ☑ appears when the entry is selected.*

4. Select [Record Util]. *The **Maintenance Asset Utilization Record** page appears.*

Add the Maintenance Asset Utilization Record(s)

Navigation

Utilization > MAINT ASSET UTIL > Search Criteria > *VARIOUS PROCEDURAL STEPS* >

[Record Util] > Maintenance Asset Utilization Record Add page

Procedures

Add a Maintenance Asset Utilization Record — Record UTIL - Single

Selecting [Cancel] *at any point of this procedure removes all revisions and closes the page, whereas selecting* [Reset] *returns all fields to the default "All" setting.* **Bold** *numbered steps are required.*

1. Select [Record Util] . *The* **Maintenance Asset Utilization Record Add** *page appears.*

Mass Rptd Dt	[ ] 📅	History Remarks	[ ]
Mass Fuel Type Cd	Select an Item ⌄	[Change]	
Mass Fuel Unit Cost	[ ]		

Note

❓ The Mass FUEL TYPE CD field appears when the selected assets have the same Fuel Codes.
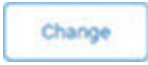

Helpful Tip

💡 For Single Entries within a Single Record, disregard the above fields. The Mass Update section is for updating multiple entries at the same time.

For Multiple Entries within a Single Record, the Mass Update Section allows changing all entries at one time.
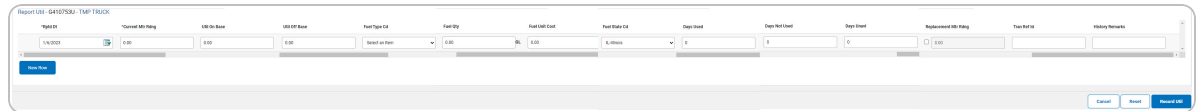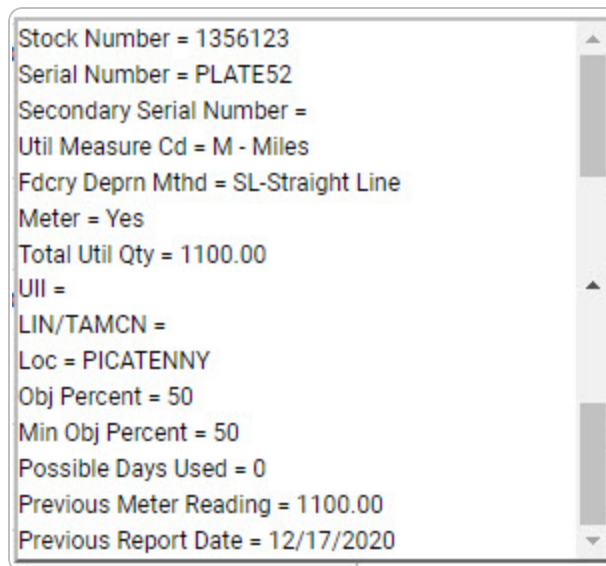

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> Revise the desired fields in the Mass Update Section and select [Change]. *All entries display the changes.*

A. *Complete the Report UTIL grid.*

a. Hover over the ASSET ID. *The details for that asset appear in a pop-up window.*


```
Stock Number = 1356123
Serial Number = PLATE52
Secondary Serial Number =
Util Measure Cd = M - Miles
Fdcry Deprn Mthd = SL-Straight Line
Meter = Yes
Total Util Qty = 1100.00
UII =
LIN/TAMCN =
Loc = PICATENNY
Obj Percent = 50
Min Obj Percent = 50
Possible Days Used = 0
Previous Meter Reading = 1100.00
Previous Report Date = 12/17/2020
```

b. Update the RPTD DT, using [icon] or entering it (MM/DD/YYYY) in the field provided.

c. Enter the CURRENT MTR RDNG in the field provided. *This is a 12 numeric character field.*

> **Note**
>
> The CURRENT MTR RDNG field appears when the asset is metered.

> **Helpful Tip**
>
> The sum of the UTIL ON BASE and the UTIL OFF BASE must equal the difference between the PREV MTR RDNG and the CURRENT MTR RDNG.

> Therefore, CURRENT MTR RDNG — PREV MTR RDNG = UTIL ON BASE + UTIL OFF BASE

> **Note**
>
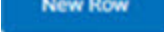> ![?] The FUEL TYPE CD, FUEL QTY, Fuel Unit Cost, and FUEL STATE CD fields become available when the fuel code default value exists.

> **Note**
>
> ![?] If the utilization does not record fuel usage, set the FUEL TYPE CD to *Select an Item*.

    d.   Select [New Row] to enter the another Asset Utilization Record for the same asset. *A new entry line appears. Repeat Steps b-o.*

2.   Select [Record Util]. *The **Maintenance Asset Utilization Transaction Status** page appears.*

Add a Maintenance Asset Utilization Record — Record UTIL - Multiple

> **Note**
>
> ![?] To record utilization for multiple assets, all selected assets must have the same meter code.

1.   Use ☐ to select the desired entry(s). *The ☑ appears when the entry is selected. Repeat Step 1 as many times as needed.*

2.   Select [Record Util]. *The **Maintenance Asset Utilization Record Add** page appears.*

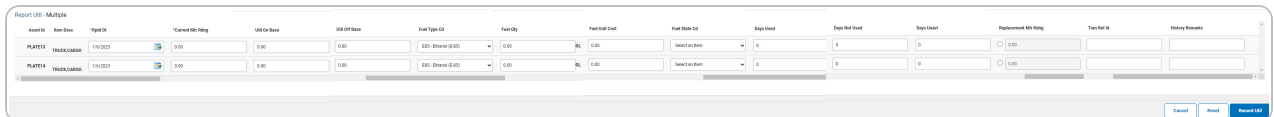|			
Mass Rptd Dt		History Remarks	
Mass Fuel Unit Cost			Change

3.   *Complete the Mass Update Grid.*

Note

Complete the Mass Update Grid to revise multiple assets at once.

4. Select Change . *All below Utilization entries display the above changes.*

5. *Complete the Report UTIL - Multiple grid.*

A. Update the RPTD DT, using ![icon] or entering the date (MM/DD/YYYY) in the field provided.

B. Enter the CURRENT MTR RDNG in the field provided. *This is a 12 numeric character field.*

Helpful Tip

The sum of the UTIL ON BASE and the UTIL OFF BASE must equal the difference between the PREV MTR RDNG and the CURRENT MTR RDNG.

Therefore, CURRENT MTR RDNG — PREV MTR RDNG = UTIL ON BASE + UTIL OFF BASE

Note

The FUEL TYPE CD, FUEL QTY, Fuel Unit Cost, and FUEL STATE CD fields become available when the fuel code default value exists.

Note

If the utilization does not record fuel usage, set the FUEL TYPE CD to *Select an Item*.

6. Select Record Util . *The **Maintenance Asset Utilization Transaction Status** page appears.*

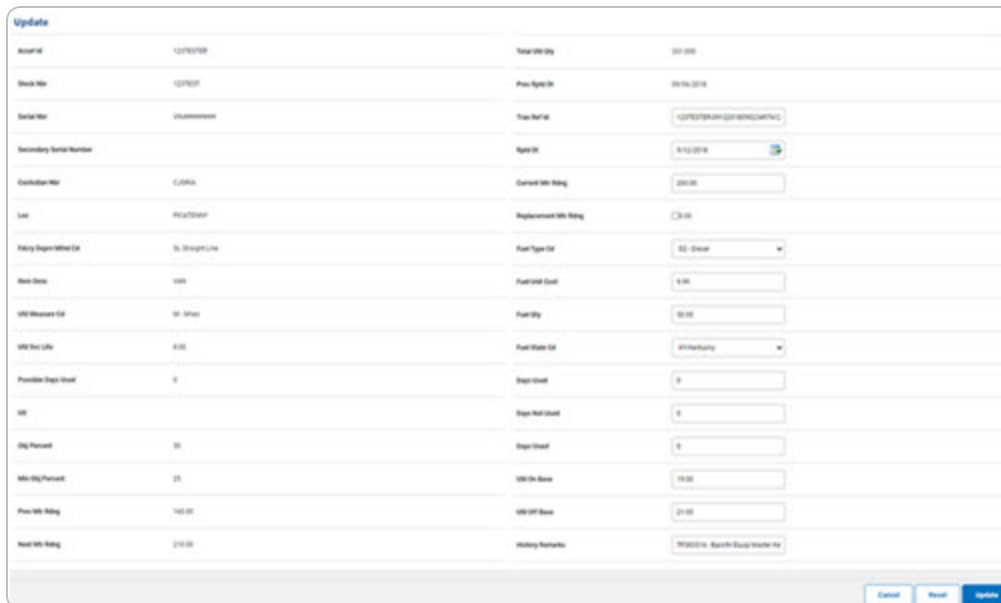# Update a Maintenance Asset Utilization Record

Navigation

Utilization > MAINT ASSET UTIL > Search Criteria > [Search] > Search Results > Update hyperlink > Maintenance Asset Utilization Record Update page

Procedures

Update a Maintenance Asset Utilization Record

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

1. Select the Update hyperlink. *The* **Asset Utilization Record Update** *page appears.*

   A. Select [Update]. *The* **Maintenance Asset Utilization Record Transaction Status** *page appears.*

Delete a Maintenance Asset Utilization Record

Navigation

Utilization > MAINT ASSET UTIL > Search Criteria > [Search] > Search Results > Delete hyperlink > Maintenance Asset Utilization Record Delete page

Procedures

Delete a Maintenance Asset Utilization Record

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

1. Select the Delete hyperlink. *The **Maintenance Asset Utilization Record Delete** page appears.*

2. Select [**Delete**]. *The **Maintenance Asset Utilization Record Transaction Status** page appears.*