



# Search for a MAINT GROUP ID — Criteria

## Overview

The Property Accountability module MAINT GROUP ID process provides the ability to identify assets for maintenance or utilization. When a new stock number is cataloged, the cataloger must associate a Maintenance Group with the Stock Number. Since the Maintenance Group is associated a Stock Number, the Maintenance Groups must be maintained at the Catalog Name level (a set of Maintenance Groups/Catalog).


Maintenance Groups are subsequently associated with a UIC and Maintenance Activity or to a UIC and External Maintenance Interface. This allows for identifying what activity is providing maintenance or utilization management for the assets that are associated with the Stock Number with a particular Maintenance Group.

## Navigation

Master Data > MAINT GRP ID > MAINT GROUP ID Search Criteria page

## Procedures

### Search for a MAINT GROUP ID — Criteria

*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.


#### Search Criteria

*Catalog	<input type="text" value="AA-ANAD-AA-ANAD"/>	Maint Grp Desc	<input type="text"/>
Maint Grp Id	<input type="text"/>		





## Help Reference Guide

- Use  to select the Catalog.
- Enter the MAINT GRP DESC in the field provided. *This is a 25 alphanumeric character field.*

### Helpful Tip



A wild card is permitted using the percentage (%) sign when performing a search. Example: MAINT GRP ID of Maint% will find all MAINTENANCE GROUP IDs beginning with the word Maint.

2. Select . The **Maint Group Id Search Results** page appears. Results display in the Search Results grid.

### Search Criteria

Catalog	Maint Grp Id	Maint Grp Desc
AA-ANAD-AA-ANAD	AA	--

### Search Results

Update	Delete	Catalog	Maint Grp Id	Maint Grp Desc
<a href="#">Update</a>	<a href="#">Delete</a>	AA-ANAD	AA	TRKVAN

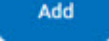
Cancel






# Add a MAINT GROUP ID

## Navigation

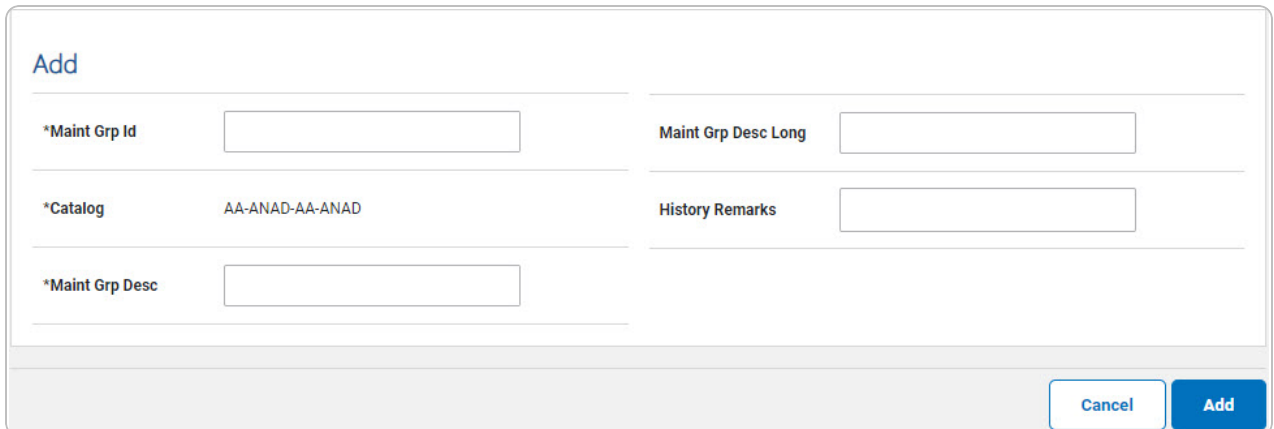
Master Data > MAINT GRP ID > Search Criteria >  > MAINT GROUP ID Add page

## Procedures

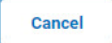

### Add a MAINT GROUP ID


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

1. Select . The **MAINT GROUP ID Add** page appears.



Add	
*Maint Grp Id	<input type="text"/>
Maint Grp Desc Long	<input type="text"/>
*Catalog	AA-ANAD-AA-ANAD
History Remarks	<input type="text"/>
*Maint Grp Desc	<input type="text"/>

- A. Enter the MAINT GRP ID in the field provided. *This is a 2 alphanumeric character field.*
  - B. *The Catalog automatically updates and is not editable.*
  - C. Enter the MAINT GRP DESC in the field provided. *This is a 25 alphanumeric character field.*
2. Select . The **Maint Group Id Transaction Status** page appears.





# Update a MAINT GROUP ID

## Navigation

Master Data > MAINT GRP ID > Search Criteria >  > Search Results > Update hyperlink > MAINT GRP ID Update page

## Procedures

### Update a MAINT GRP ID

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

1. Select the Update hyperlink. The **MAINT GRP ID Update** page appears.

### Update

*Maint Grp Id	<input type="text" value="01"/>	Maint Grp Desc Long	<input type="text"/>
*Catalog	AA-ANAD-AA-ANAD	History Remarks	<input type="text"/>
*Maint Grp Desc	<input type="text" value="SEDAN"/>		

- A. Update the MAINT GRP ID, entering the revised identifier in the field provided. *This is a 2 alphanumeric character field.*
  - B. Verify the Catalog.
  - C. Update the MAINT GRP DESC, entering the revised description in the field provided. *This is a 25 alphanumeric character field.*
2. Select . The **Maint Group Id Transaction Status** page appears.





# Delete a MAINT GROUP ID

## Navigation

Master Data > MAINT GRP ID > Search Criteria >  > Search Results > Delete hyperlink > MAINT GROUP ID Delete page

## Procedures

### Delete a MAINT GROUP ID

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

1. Select the Delete hyperlink. The **MAINT GRP ID Delete** page appears.

To complete delete action, select Delete; otherwise, select Cancel

<b>Delete</b>	
*Maint Grp Id	AA
Maint Grp Desc Long	Truck VAN Cargo w lift
*Catalog	AA-ANAD-AA-ANAD
History Remarks	<input type="text"/>
*Maint Grp Desc	TRKVAN

- A. Verify the MAINT GRP ID.
  - B. Verify the Catalog.
  - C. Verify the MAINT GRP DESC.
2. Select . The **Maint Group Id Transaction Status** page appears.

