



## Asset Profile Setup

### 1 Before an asset can be profiled, the following actions must be complete:

- Create Maintenance Group Ids
- Assign the Maintenance Group Id to the stock number
- Associate the UIC of the asset with the Maintenance Activity and the Maintenance Group Id

### 2 Once setup is complete, assets can be received under these UICs and stock numbers. These assets are now designated to track Maintenance and Utilization (M&U) and are available to the user for Profiling. The user can access the assets for profiling using the **My Actions Dashboard** or the **Maintenance Asset Master Update** process.

### 3 To track Utilization **using a meter**, the Stock Number must be assigned a **Utilization Measure Code of Hours, Miles, Rounds Fired, or Units Produced**.

### 4 User preferences can be set by selecting the Maintenance Activity name and then selecting the **Current Preferences** tab. The following fields can be entered, and will display as the default, but can be changed:

- **Printer Preferences**
- **Primary Team Id**
- **Primary Team Member**
- **Primary Equipment Pool Id**
- **Primary Maint Loc**
- **Utilize on Base – On or Off Base**





## Profile An Asset(s)

1. In the Maintenance & Utilization (M&U) module, navigate to the **Maintenance /Maint Asset Master** menu.

The **Search Criteria** page will be displayed.

2. Enter search criteria and select the **Search** button.

- **Metered** – Yes or No
- **Asset Id** – entered or using the browse
- **Maint Mgt Cd** – select from drop-down list
- **UIC** – select from drop-down list
- **Dispatch Cd** - select from drop-down list
- **Equipment Pool** - select from drop-down list
- **Dispatch Ctgr** - select from drop-down list
- **Sub Ctgr** - select from drop-down list
- **Unavl Cd**- select from drop-down list
- **Stock Nbr** – entered or using the browse
- **Serial Nbr** – data entry
- **DoD Serial Nbr** – data entry
- **UII** – displayed if UIC is set up to use UII's
- **Next Inspc Dt from and To** – Use the Calendar to select the date
- **Lot Control Nbr** - select from drop-down list
- **FAST Rptbl** - select from drop-down list
- **Vehicle Type** -select from drop-down list
- **Location Withheld** -select from drop-down list

2

Search Criteria	
Metered	Select an Item <input type="button" value="v"/>
Asset Id	<input type="text"/> <input type="button" value="..."/>
Maint Mgt Cd	Select an Item <input type="button" value="v"/>
UIC	Select an Item <input type="button" value="v"/>
Dispatch Cd	Select an Item <input type="button" value="v"/>
Equip Pool	Select an Item <input type="button" value="v"/>
Dispatch Ctgr	Select an Item <input type="button" value="v"/>
Sub Ctgr	Select an Item <input type="button" value="v"/>
Unavl Cd	Select an Item <input type="button" value="v"/>
Stock Nbr	<input type="text"/> <input type="button" value="..."/>
Serial Nbr	<input type="text"/>
DOD Serial Nbr	<input type="text"/>
UII	<input type="text"/>
Next Inspc Dt From	<input type="text"/> <input type="button" value="Calendar"/>
Next Inspc Dt To	<input type="text"/> <input type="button" value="Calendar"/>
Lot Control Nbr	<input type="text"/>
FAST Rptbl	Select an Item <input type="button" value="v"/>
Vehicle Type	Select an Item <input type="button" value="v"/>
Location Withheld	Select an Item <input type="button" value="v"/>



# Profile An Asset(s)

The Search Results page is displayed.

Search Criteria			
Maint Mgt Cd	NPD	Metered	
Asset Id		Stock Nbr	
Serial Nbr		DOD Serial Nbr	
UIC		Equip Pool	
Dispatch Cd		Dispatch Ctrgy	
Sub Ctrgy		Unavl Cd	
Next Inspc Dt From		Next Inspc Dt To	
Lot Control Nbr		Utl	
FAST Rptbl		Vehicle Type	

  

Results														
Select	Asset Id	Stock Nbr	Item Desc	Serial Nbr	DOD Serial Nbr	Maint Mgt Cd	UIC	Utl	FAST Rptbl	Vehicle Type	ACC	Acquired for FY 2018	Owning System	
<input checked="" type="checkbox"/>	DT1001000037	2320001418492	TRUCK MAINTENANCE	VIN201508060101001		NPD	DT1001		Yes		P - Commercial Vehicle	No	PA - Property Accountability	
<input type="checkbox"/>	DT1001000038	2320001418492	TRUCK MAINTENANCE	VIN201508060101002		NPD	DT1001		Yes		P - Commercial Vehicle	No	PA - Property Accountability	
<input type="checkbox"/>	DT1001000040	2320001418492	TRUCK MAINTENANCE	VIN201508060101004		NPD	DT1001		Yes		P - Commercial Vehicle	No	PA - Property Accountability	
<input type="checkbox"/>	DT1001000041	2320001418492	TRUCK MAINTENANCE	VIN201508060101005		NPD	DT1001		Yes		P - Commercial Vehicle	No	PA - Property Accountability	
<input type="checkbox"/>	DT1001000042	2320001418492	TRUCK MAINTENANCE	VIN201508060101006		NPD	DT1001		Yes		P - Commercial Vehicle	No	PA - Property Accountability	

  

3
Select All
Deselect All
Continue
Cancel

3. Select the asset(s) to update, and select the **Continue** button.

Once assets are returned two sections of information are displayed, **Details** and **Asset** Information.

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.





# Asset Information

The **Details** section will be open when the page is first displayed.

4. Select the **Asset Information** section to verify information about the asset prior to entering data in the Details section.

The **Asset Information** section contains the **Asset**, **Owner**, and **Catalog** Tabs that are Read only. **Attributes** Tab (Displays if attributes are associated to the asset's Stock Number. Attributes modified within the *MAM* process are reflected within the *PA* module.)

Asset Information (Asset Id = DT1001000042 Item Desc = TRUCK,MAINTENANCE)

Asset | **Attributes** | Owner | Catalog

Color  There are no attributes for this asset.

Light Bar  
 Yes  No

Run Flat Tires  
 Yes  No

Tire Size	<input type="text"/>	Trunk Size	<input type="text"/>
Agency Budget Element Code - A-11	<input type="text"/>	Agency Bureau	<input type="text"/>
Body Style	Select an Item <input type="text"/>	BOAC	<input type="text"/>
Credit Card Nbr	<input type="text"/>	Cargo Volume	<input type="text"/>
		Curb Weight	<input type="text"/>

Deep Tinted Glass  
 Yes  No

Driver Airbag  
 Yes  No

Engine Type  
 I4  I6  V6  V8  V10  V12  DIESEL  ELECTRIC

\*EPA Act 2005 Section 701  
 EX  WAIV  COV

Update Cancel

The **Asset** tab will always be displayed. The other tabs are displayed conditionally based on records selected and the **Maint Mgt Cd**.





# Details

5. Once information is verified on the **Asset Information** section, select the **Details** section to enter information about the asset.
  - The **Details** section contains the **Basic, Utilization, Cert(s)/License(s), Vehicle Characteristics, Vehicle Cost and Equipment Add-On** tabs. This section displays by default and is where you will profile your asset(s).
  - The **Basic** tab will always be displayed and the **Maint Mgt Cd** is mandatory. The other tabs are displayed conditionally based on records selected and the **Maint Mgt Cd**.
  - The **Vehicle Characteristic** tab displays when FAST Rptbl is checked and is mandatory.
6. Enter or select information only in the Basic tab, or in each tab if desired.
7. Select the **Update** button.

Asset Information (Asset Id = DT1001000042 Item Desc = TRUCK,MAINTENANCE)

Details

Basic Utilization Cert(s)/License(s) Vehicle Characteristics Vehicle Costs Equipment Add-On

*Maint Mgt Cd	MAU - Maintenance and Utilization	Init Profiled Dt	10/25/2017																					
*Dispatch Cd	A - Ad-Hoc	Equip Pool	JA - ELSA																					
Dispatch Ctgr	SD - SEDAN	Sub Ctgr	FULL SIZE - FULL SIZE SEDAN																					
*Dispatch Unavl Cd	6 - N/A	FAST Rptbl	<input checked="" type="checkbox"/>																					
Nbr of Passengers	5	Nbr of Bags	3																					
Possible Days Used	0																							
Objective Percent	85	Min Objective Percent	85																					
Waiver Cd	Select an Item	*Primary Maint Loc	MP																					
Fuel Assoc	<table border="1"> <thead> <tr> <th>Select</th> <th>Fuel Cd</th> <th>Desc</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>N/A</td> <td>Not Applicable</td> </tr> <tr> <td><input type="checkbox"/></td> <td>AV</td> <td>Aviation</td> </tr> <tr> <td><input type="checkbox"/></td> <td>CG</td> <td>Compressed Natural Gas</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>DL</td> <td>Diesel</td> </tr> <tr> <td><input type="checkbox"/></td> <td>EL</td> <td>Electric</td> </tr> <tr> <td><input type="checkbox"/></td> <td>ET</td> <td>Ethanol</td> </tr> </tbody> </table>	Select	Fuel Cd	Desc	<input type="checkbox"/>	N/A	Not Applicable	<input type="checkbox"/>	AV	Aviation	<input type="checkbox"/>	CG	Compressed Natural Gas	<input checked="" type="checkbox"/>	DL	Diesel	<input type="checkbox"/>	EL	Electric	<input type="checkbox"/>	ET	Ethanol	Default Fuel Type Cd	D2 - Diesel
Select	Fuel Cd	Desc																						
<input type="checkbox"/>	N/A	Not Applicable																						
<input type="checkbox"/>	AV	Aviation																						
<input type="checkbox"/>	CG	Compressed Natural Gas																						
<input checked="" type="checkbox"/>	DL	Diesel																						
<input type="checkbox"/>	EL	Electric																						
<input type="checkbox"/>	ET	Ethanol																						
Remarks	inserted by MILEWSKS																							
History Remarks																								

6
7

Update
Cancel

### Maintenance Management Codes:

- **MNT** – Maintenance: Assets profiled for maintenance only.
- **UTL** – Utilization: Assets profiled for Utilization only.
- **MAU** – Maintenance and Utilization: Assets profiled for maintenance and utilization.
- **NPD** – Not Profiled: Assets that are designated for maintenance and/or utilization, but have not been profiled.
- **NMU** – No Maintenance or Utilization: Assets that are designated for maintenance and/or utilization, but due to a management decision or the asset has been classified incorrectly will be profiled to not track maintenance or utilization.





# Details

The **Utilization** tab is available when the MAINT MGT CD is "UTL" or "MAU". Fields are available based on data entered in the DPAS Property Accountability or Warehouse modules. Some fields are available only when profiling an asset. Multi-selected assets restrict access to fields for updating.

Basic	<b>Utilization</b>	Cert(s)/License(s)	Vehicle Characteristics	Vehicle Costs	Equipment Add-On
Rptd Dt	<input type="text"/>	Tran Ref Id	<input type="text"/>		
History Remarks	<input type="text"/>				
Util Measure Cd	M - Miles				
Mtr Rdnng	<input type="text"/>				
Util Off Base	<input type="text"/>	Util On Base	<input type="text"/>		
Days Used	<input type="text"/>	Days Idle	<input type="text"/>		
Days Unavl	<input type="text"/>				
Fuel Type Cd	Select an Item	Fuel Cd	Select an Item		
Fuel Qty	<input type="text"/>	Fuel State Cd	Select an Item		
		Fuel Unit Cost	<input type="text"/>		

The **Cert(s)/License(s)** tab displays the Certs/Licenses attached to the Asset.

The **Vehicle Characteristics** tab is only available when the FAST Reptbl is checked on the basic tab or how it was added in the Catalog on the PA module.

Asset Information (Asset Id = DT1001000042 Item Desc = TRUCK, MAINTENANCE)

Details

Basic	Utilization	Cert(s)/License(s)	<b>Vehicle Characteristics</b>	Vehicle Costs	Equipment Add-On
*Vehicle Type Cd	111 - LD Pickup 4x4	*Vehicle Group Cd	0105 - LD Pickup 4x4 Owned		
*GSA - Report Utilization	Yes	*Veh Armor Cd	None-None		
*Exec Veh Cd	N/A-Executive fleet designation not applicable for	*Veh Exempt Cd	NMO - Non-MSA Operation		
Emer Response Veh	<input type="checkbox"/>	Law Enfrmnt Veh	<input type="checkbox"/>		
EO 13693 Designation	DEFAULT-Vehicle coverage/exemption status determin	FAST Location Withheld	<input type="checkbox"/>		
*Fuel Config Cd	GAS DE - Gasoline Dedicated	*EISA Acq Cd	NON - Not an LGHG emitting vehicle		
Remarks	<input type="text"/>				

The **Vehicle Cost** Information on this tab is read-only

The **Equipment Add-On** tab allows the DPAS user to add multiple entries to an asset's profile.

