



Adding Maint Group Ids

1. In the PA module, navigate to the **Master Data / Maint Grp Id** menu.
2. Accept the default or select the **Catalog** from the drop-down list.
3. Select the **Add** button.
4. Enter a two-character **Maint Grp Id**.
5. Enter the remaining mandatory and optional fields.
6. Select the **Add** button to complete the process.

When a new stock number is cataloged and it represents assets subject to Maintenance and Utilization, the cataloger associates a Maintenance Group Id with the Stock Number.

Search Criteria	
*Catalog	LEARN-LEARN ▾
Maint Grp Id	<input type="text"/>
Maint Grp Desc	<input type="text"/>

Add			
*Maint Grp Id	FL	*Catalog	LEARN-LEARN
*Maint Grp Desc	FORKLIFT	Maint Grp Desc Long	FORKLIFT
History Remarks	<input type="text"/>		

You cannot create a **Maint Grp Id** of ZZ because it is used by the system as the default for assets not subject to M&U. This option is available in the Catalog process.





Updating/Deleting Maint Group Ids

1. In the PA module, navigate to the **Master Data / Maint Grp Id** menu.
2. Accept the default or select the **Catalog** from the drop-down list.
3. Select the **Search** button.
4. The **Search Results** page displays. Select the *Update* hyperlink to revise a Maint Grp Id, or the *Delete* hyperlink to remove a Maint Grp Id.
5. If Updating: Enter your changes and select the **Update** button.
6. If Deleting: Verify the Maint Grp Id to delete and select the **Delete** button.

Maintenance Group Ids are associated with a Unit Identification Code (UIC) and a Maintenance Activity (MA), or with a UIC and External Maintenance Interface using the Maintenance Management Assignment process.

Search Criteria				
Catalog	LEARN-LEARN	Maint Grp Id		
Maint Grp Desc				
Search Results				
Update	Delete	Catalog	Maint Grp Id	Maint Grp Desc
Update	Delete	LEARN	AC	AIR CONDITIONING
Update	Delete	LEARN	MP	MOTOR CARS AND TRUCKS
Update	Delete	LEARN	SB	SCHOOL BUSES
Update	Delete	LEARN	TU	TUNE UP
Cancel				

You cannot delete a Maint Grp Id if there are associated assets and/or stock numbers.