



Adding Maint Mgmt Assign

1. In the PA module, navigate to the **Master Data / Maint Mgmt Assign** menu.
2. Leave all fields as default and select the **Add** button. This will return all available selections.

The Maintenance Management Assignment identifies the Maintenance Activity that provides Maintenance and Utilization for the assets associated with a stock number.

Search Criteria	
UIC	Select an Item ▼
Maint Grp Id	Select an Item ▼
Maint Activity / Owning UIC	Select an Item ▼
External Maint Sys Id	Select an Item ▼
Add Search Reset	

3. Select a **UIC** from the drop-down list.
4. Select a **Maint Grp Id** from the drop-down list.
5. If the Activity is external, select the **External Maint Sys** checkbox.
6. Select a **Maint Activity** or an **External Maint Sys Id** from the drop-down list.
7. Select the **Add** button to complete the process.

Add	
*UIC	UIC003 - CO-LEARN AGENCY ▼
*Maint Grp Id	UT - UTILITY TRUCK ▼
External Maint Sys	☐
Maint Activity	MIDWEST MAINT / UIC003 ▼
History Remarks	
Add Cancel	

A **UIC/Maint Grp Id** combination may be assigned to only one **Maint Activity**. A **Maint Activity** may have multiple **UIC/Maint Grp Id** combinations assigned.



Updating/Deleting Maint Mgmt Assign

1. In the PA module, navigate to the **Master Data / Maint Mgmt Assign** menu.
2. Select the **Search** button.
3. The **Search Results** page displays. Select the *Update* hyperlink to revise a Maint Mgmt Assign, or the *Delete* hyperlink to remove a Maint Mgmt Assign.
4. If Updating: Enter your changes and select the **Update** button.
5. If Deleting: Verify the Maint Mgmt Assign to delete and select the **Delete** button.

Search Criteria					
UIC				Maint Grp Id	
Maint Activity				External Maint Sys Id	

Search Results					
Update	Delete	UIC	Maint Grp Id	Maint Activity	External Maint Sys Id
Update	Delete	UIC003	WC - WATERCRAFT		NNSY - NNSY
Update	Delete	UIC003	FL - FORKLIFT	MIDWEST MAINT	
Update	Delete	UIC003	SB - SCHOOL BUS	MIDWEST MAINT	
Update	Delete	UIC003	UT - UTILITY TRUCK	MIDWEST MAINT	
Update	Delete	UIC003	LE - LAWN CARE EQUIPMENT	MIDWEST MAINT	
Update	Delete	UIC003	AR - Receiving in SAT	MIDWEST MAINT	
Update	Delete	UIC003	AM - AMBULANCE	MIDWEST MAINT	

[Cancel](#)

If there are any open Work Orders or Dispatch Records that use the **UIC/Maint Grp Id**, the assignment cannot be updated or deleted.