



Assign Assets to a Maintenance Schedule

Overview


The Assign Assets to MAINT SCHEDULE pop-up window allows searching for a single asset or a range of assets.


Navigation

DPAS Modules > *VARIOUS PROCEDURAL STEPS* >  > Assign Assets to MAINT SCHEDULE pop-up window

Procedures


Assign Assets to a Maintenance Schedule

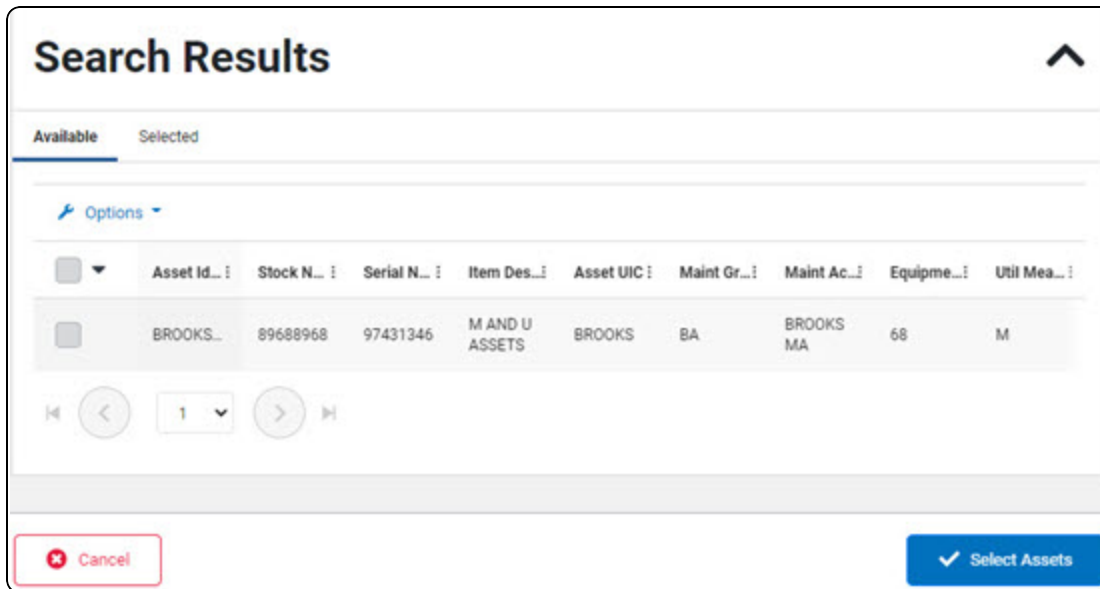
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

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

1. Select . The **Assign Assets to MAINT SCHEDULE** pop-up window appears.

2. In the Search Criteria grid, narrow the results by entering one or more of the following optional fields.

3. Select . Results display in the Search Results Grid.



4. Click to select the ASSET ID. The ASSET ID is selected and appears.

Select . The **Asset Assignment to Maintenance Schedule** pop-up window closes and the selected ASSET ID appears in the previous screen in the Search Results grid.

5. **OR**

Select the Selected Tab. The selected ASSET ID appears for verification.



Search Results ^

Available Selected

[Options](#)

Remove	Asset Id	Stock Nu...	Serial N...	Item Des...	Asset UIC	Maint Gr...	Maint Ac...	Equipme...	Utili Mea...
Remove	BROOKS...	1234567...	8899566	BROOKS SUPER ASSETS	BROOKS	BA	BROOKS MA	21	-
Remove	BROOKS...	1234567...	79451361	BROOKS SUPER ASSETS	BROOKS	BA	BROOKS MA	BK	-

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✖ Cancel
✔ Select Assets

- A. Select the Remove hyperlink. *The ASSET ID is removed from the Selected Search Results grid.*

6. Select ✔ Select Assets. *The **Asset Assignment to Maintenance Schedule** pop-up window closes and the selected ASSET ID appears in the previous screen in the Search Results grid.*