



## Search for Maintenance Asset Master

### Overview

The Maintenance and Utilization module Maintenance Asset Master (MAM) process provides the ability to profile assets. 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.

For more information, view the FAST Reporting.

#### Helpful Tip




Assets for profiling can also be accessed from the **DPAS MAINT AND UTIL Home** page. Select the Asset expansion link located in the Message of the Day section to view the various asset profile hyperlinks.

### Navigation

Maintenance > MAINT ASSET MASTER > Maintenance Asset Master Search page

### Procedures

#### Search for a MAINT ASSET MASTER

*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 box, narrow the results using one or more of the following optional fields.



**Search Criteria**

Basic Search    Advanced Search

Asset Id

Maintenance Management Code

Equipment Pool

Stock Number

Serial Number

FAST Reportable  
 All  
 No  
 Yes

Select . The **Maintenance Asset Master Search Results** grid appears.

**Search Results**

Maintenance Management Code	Asset Id	Stock Number	Item Description	Serial Number	Secondary Serial Number	FAST Reportable	Vehicle Type	Acquired for FY 2023	ACC	Originating System
NPD	015E0007147	2320011077155	TRUCK/UTILITY	HLSMAY998A10004	-	No	-	No	G	P: Property Accountability

Selected 0/1    10 items per page    1 - 1 of 1 items

2.



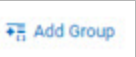
**OR**

Select the Advanced Search tab.



**Search Criteria**

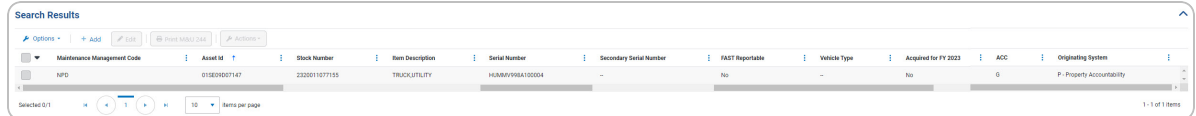
Basic Search    Advanced Search

Disposed    Is equal to    Is false

- A. Select . Selecting the And button includes all rows of criteria in the search results grid. Selecting the Or button includes specified criteria of the selected expressions/groups in the search results grid.
- B. Select . Adds another expression row to the search criteria grid.
- C. Select . Adds another group row to the search criteria grid.


### Delete a Row

- a. Select . The row is removed from the search criteria grid.
- D. Select . The **Maintenance Asset Master Search Results** grid appears.



Maintenance Management Code	Asset Id	Stock Number	Item Description	Serial Number	Secondary Serial Number	FAST Reportable	Vehicle Type	Acquired for FY 2023	ACC	Originating System
NFD	015809007147	2220011277155	TRUCK/UTILITY	H8AV98A100004	-	No	-	No	0	P-Property Accountability

### Print an M&U 244

1. Select . The procedure leaves the application based on the selection made.
2. Follow the prompts provided by the computer.




# Add a Maintenance Asset Master


## Overview


The Maintenance Asset Master — Add process provides the ability to create new assets for profiling. The process consists of three tabs: Stock Number, Asset Entry, and Asset Details.

## Navigation

Maintenance > MAINT ASSET MASTER > Search Criteria >  > Maintenance Asset Master - Add page

## Procedures

Selecting  at any point of this procedure removes all revisions and closes the page.

Selecting  retains the information and returns to the previous page. **Bold** numbered steps are required.

### Add a MAINT ASSET MASTER

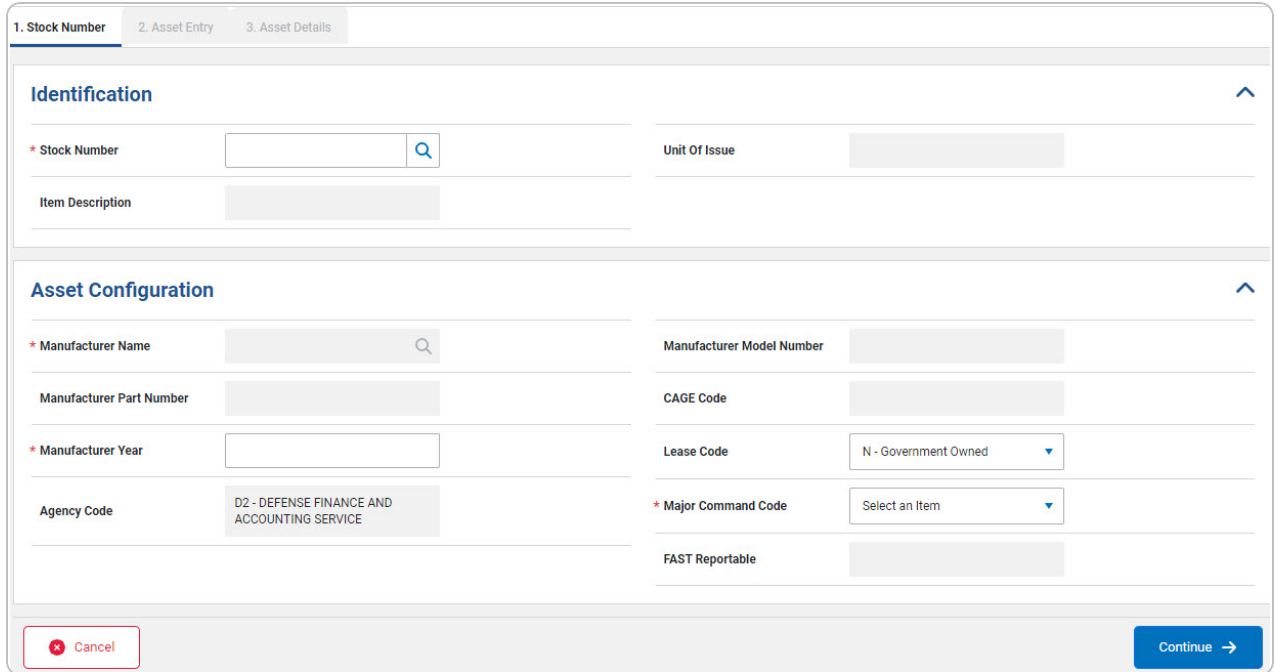
#### Attention




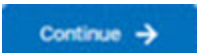


Having multiple assets selected for updating limits the available fields for editing. Profiling an asset into the M&U module presents many empty fields.



1. Select . The **Maintenance Asset Master - Add** page appears.



2. Complete the *Identification* grid.
    - A. Enter the STOCK NBR, or use  to browse for the entry. This is a 15 alphanumeric character field.
  3. Complete the *Asset Configuration* grid.
    - A. Enter the Manufacturer Name, or use  to browse for the entry. This is a 36 alphanumeric character field.
    - B. Enter the Manufacturer Year in the field provided. This is a 4 numeric character field.
    - C. Use  to select the Major Command Code.
- Select . The *Asset Entry* tab opens.
- D. **OR**
- Select the *Asset Entry* tab.

1. Stock Number  2. Asset Entry 3. Asset Details

### Summary

Stock Number 2220002620754	Item Description RAILWAY CAR,REFRIGERATOR	Manufacturer Name BUCKEYE STEEL	Manufacturer Year 2023
Manufacturer Model Number -	Manufacturer Part Number -		

### Asset Description

Auto Assign

Received Date: month-day-year

\* Asset Id:

\* Serial Number:

\* Acquisition Date: month-day-year

Secondary Serial Number:

Equipment Location:

\* Acquisition Cost:

### Asset Review

Asset Id : Serial Number : Secondary Serial Number : Equipment Location : Acquisition Date : Received Date : Acquisition Cost :


No Data




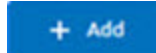
Selected 0/0 10 items per page 0 - 0 of 0 items

- Verify the Summary grid.
- Complete the Asset Description grid.
  - Click  to select the Auto Assign. The asset information is assigned based on the auto-selected ASSET ID. The ASSET ID field changes into the ASSET ID Prefix field.

\* Asset Id Prefix

**Note**

 Select  to removed the entry.

- Use  to select the Asset Id Prefix.
- 2. Enter the ASSET ID in the field provided. *This is a 12 alphanumeric character field.*
- 3. Enter the Serial Number in the field provided. *This is a 30 alphanumeric character field.*
- 4. Use  to select the Acquisition Date, or enter the date (MM/DD/YYYY) in the field provided.
- 5. Use  to choose the Acquisition Cost.
- 6. Select . *The Asset Description information appears in the Asset Review grid.*




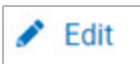
Asset Review

[Edit](#) [Delete](#)

<input type="checkbox"/>	Asset Id	Serial Number	Secondary Serial Number	Equipment Location	Acquisition Date	Received Date	Acquisition Cost
<input checked="" type="checkbox"/>	100567B	B100576	--	--	01/17/2023	--	\$36.00


10 items per page 1 - 1 of 1 items

### Edit an Asset Id

- A. Click  to select the entry. *The ASSET ID is highlighted, and  and  become available.*
- B. Select . *The asset information appears in the Asset Description tab.*

Asset Description

Auto Assign


Received Date:  

\* Asset Id:

Secondary Serial Number:



\* Serial Number:

Equipment Location:

\* Acquisition Date:  

\* Acquisition Cost:

[Cancel](#) [Update](#)

- a. Verify the Auto Assign contain the appropriate  or . *The asset information is assigned based on the*



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auto-selected ASSET ID. The ASSET ID field changes into the ASSET ID Prefix field.

\* Asset Id Prefix

### Note



Select  to removed the entry.

- Update the Asset Id Prefix, using  to select the desired prefix.
- b.** Update the ASSET ID, entering the revised identifier in the field provided. *This is a 12 alphanumeric character field.*
- c.** Update the Serial Number, entering the revised number in the field provided. *This is a 30 alphanumeric character field.*
- d.** Update the Acquisition Date, using  or entering the date (MM/DD/YYYY) in the field provided.
- e.** Update the Acquisition Cost, using  to choose the revised cost.
- f.** Select . *The Asset Description information appears in the Asset Review grid.*

### Remove an Asset Id

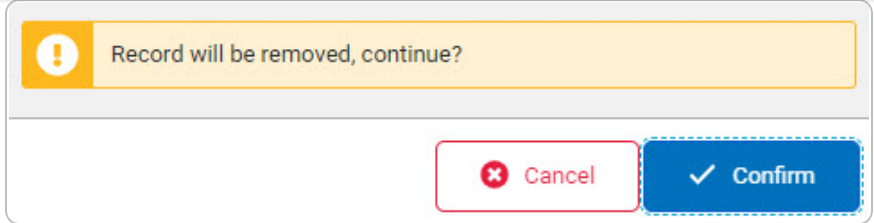
- A. Click  to select the entry. *The ASSET ID is highlighted, and  and  become available.*
- B. Select . *The Delete Confirmation pop-up window appears.*

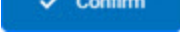







## Help Reference Guide



Select . The selected entry is removed from the Asset Review grid.

a.

**OR**

Select . The Delete Confirmation pop-up window closes and the selected entry remains in the Asset Review grid.

Select . The **Search For a Maintenance Asset Master** page appears with 

7.

**OR**

Select . The Asset Details tab appears.

**OR**

Select the Asset Details tab.



1. Stock Number ● 2. Asset Entry ● 3. Asset Details

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### Summary

Stock Number 1320003886588	Item Description TRUCK	Manufacturer Name AMC	Manufacturer Year 2023
Manufacturer Model Number AMC	Manufacturer Part Number AMC	Asset Id test345	Serial Number 543test

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### Asset Details

* Maintenance Management Code NPD - Not Profiled	Number of Passengers 0
Equipment Pool Select an Item	Number of Bags 0
Maintenance Location <input type="text"/>	Possible Days Used 0
Dispatch Code N - No Dispatch	Utilization Target Monthly 0
Dispatch Category Select an Item	Objective Percent 0
Subcategory Select an Item	Minimum Objective Percent 0
	Waiver Code Select an Item

- a. Verify the Summary grid.
- b. Complete the Asset Details grid.
  1. Use ▼ to select the Maintenance Management Code.
  2. The Initial Profiled Date automatically populates and is not editable.

* Maintenance Management Code	NMU - No Maintenance or ...
Initial Profiled Date	09/11/2023

**Note**



Th Initial Profiled Date field appears when the Maintenance Management Code is MNT - Maintenance or NMU - No Maintenance or Utilization. Additional fields become mandatory based on the selected Maintenance Management Code.

3. Use ▼ to select the Equipment Pool.
4. Enter the Maintenance Location in the field provided. *This is a 20 alphanumeric character field.*

5. Use ▼ to select the Dispatch Code.
- c. Complete the Utilization grid.
  - d. Complete the Certificates / Licenses grid.

**Certificates / Licenses** ▲

	Name	Description
<input type="checkbox"/>	ASE	ASE
<input type="checkbox"/>	CDLA	CDL A
<input type="checkbox"/>	STATE DRIVERS LICENSE	--
<input type="checkbox"/>	TRAINING	TRAINING/OFFSITE

Selected 0/4 ◀ 1 ▶ 10 items per page 1 - 4 of 4 items

- e. Complete the Vehicle Characteristics grid.

**Vehicle Characteristics** ▲

<p>* Vehicle Type Code <input type="text" value="Select an Item"/></p> <p>* Vehicle Group Code <input type="text" value="Select an Item"/></p> <p>* GVWR <input type="text" value=""/></p> <p>* Fuel Configuration Code <input type="text" value="Select an Item"/> <small>2584 - Fuel Configuration Code cannot be changed until a Default Fuel Type Code is selected.</small></p> <p>* EISA Acquisition Code <input type="text" value="N/A - Not applicable"/></p> <p>* Executive Vehicle Code <input type="text" value="N/A - Executive fleet design..."/></p> <p>* Vehicle Assign Type Code <input type="text" value="POOL - Vehicle is assigned ..."/></p>	<p>* Vehicle Armor <input type="text" value="None - None"/></p> <p>Emergency Response Vehicle <input type="checkbox"/></p> <p>Law Enforcement Vehicle <input type="checkbox"/></p> <p>* EPAct 2005 Designation Code <input type="text" value="DEFAULT - Vehicle will be ev..."/></p> <p>* EPAct Coverage Code <input type="text" value="DEFAULT"/></p> <p>FAST Location Withheld <input type="checkbox"/></p> <p>EO 13693 Design <input type="text" value="DEFAULT - Vehicle coverage/exemption status determined by specific vehicle attributes according to EO language and guidance"/></p>
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1. Use ▼ to select the Vehicle Type Code.
2. Use ▼ to select the Vehicle Group Code.
3. Use ▲ to choose the GVWR.
4. Use ▼ to select the Fuel Configuration Code.
5. Use ▼ to select the EISA Acquisition Code.
6. Use ▼ to select the Executive Vehicle Code.
7. Use ▼ to select the Vehicle Assign Type Code.
8. Use ▼ to select the Vehicle Armor.
9. Use ▼ to select the EPAct 2005 Designation Code.

10. Use ▼ to select the EPA Act Coverage Code.

f. Complete the Vehicle Cost grid.

g. Complete the Point of Contact grid.

**Point of Contact**

Contact Id

**Point of Contact**

Contact Id  Mobile

Name  Remarks

Email

Phone Number

h. Complete the Additional Attributes grid.

**Additional Attributes**

Corrosion

Corrosion Score  Color

Primers  Last Painted Date

Topcoats

Nuclear

Nuclear Certified Indicator  Nuclear Restricted Reason

Nuclear Restricted  Nuclear Restricted

1. Complete the Corrosion grid.

2. Complete the Nuclear grid.

8. Select  . The **Search For a Maintenance Asset Master** page

appears with  Asset(s) Save Succeeded .


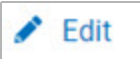


# Update the Maintenance Asset Master


## Overview

The Maintenance Asset Master — Edit process allows editing of assets for profiling. The process consists of three tabs: Stock Number, Asset Entry, and Asset Details.

## Navigation

Maintenance > MAINT ASSET MASTER > Search Criteria >  > Search Results >  (desired record) >  > Maintenance Asset Master - Edit page

## Procedures

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

### Update a MAINT ASSET MASTER

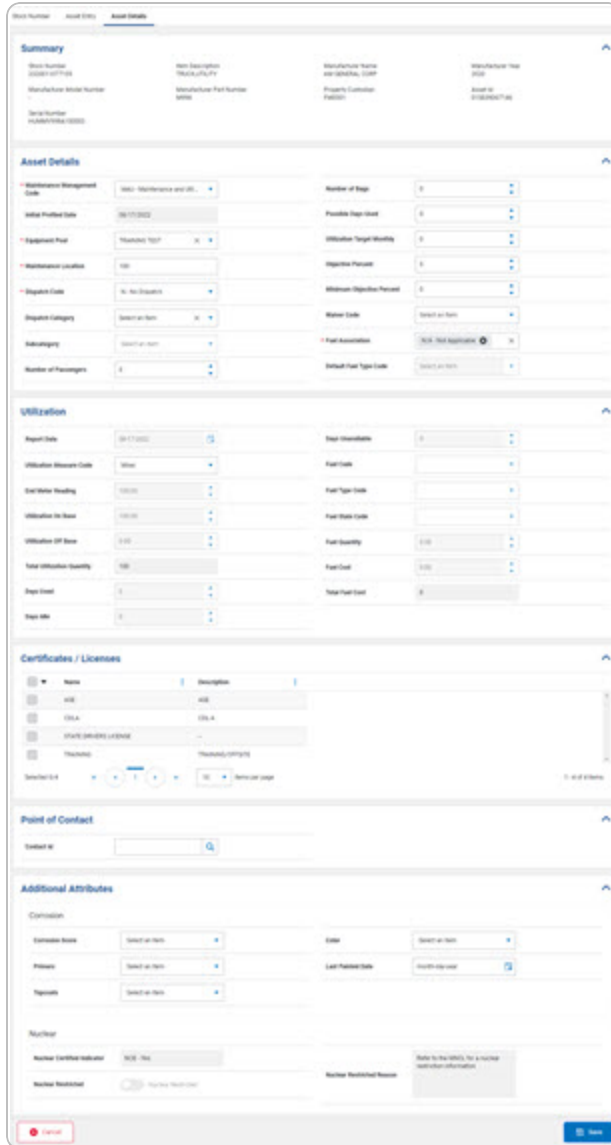
#### Attention



Having multiple assets selected for updating limits the available fields for editing. Profiling an asset into the M&U module presents many empty fields. Some fields are disabled if the asset originates outside of Maintenance and Utilization.




1. Select . The **Maintenance Asset Master - Edit** page appears.



- A. Verify the Summary grid.
- B. Update the Asset Details panel.
  - a. Update the Maintenance Management Code, using ▼ to select the desired code.
  - b. Update the Equipment Pool, using ▼ to select the desired information.

**Note**

 Select  to removed the entry.

- c. Update the Maintenance Location, entering the revised location in the field provided. *This is a 20 alphanumeric character field.*
  - d. Update the Dispatch Code, using ▼ to select the desired code.
  - e. Update the Dispatch Category, using ▼ to select the desired category.
  - f. Update the Subcategory, using ▼ to select the desired category.
  - g. Update the Number of Passengers, using ▲▼ to choose the revised amount.
  - h. Update the Number of Bags, using ▲▼ to choose the revised amount.
- C. *Update the Utilization panel.*
- D. *Update the Certificate / Licenses panel.*
- E. *Update the Vehicle Characteristics panel.*

**Vehicle Characteristics**

<p>* Vehicle Type Code <input type="text" value="Select an Item"/></p> <p>* Vehicle Group Code <input type="text" value="Select an Item"/></p> <p>* GVWR <input type="text"/></p> <p>* Fuel Configuration Code <input type="text" value="Select an Item"/> <small>2584 - Fuel Configuration Code cannot be changed until a Default Fuel Type Code is selected.</small></p> <p>* EISA Acquisition Code <input type="text" value="N/A - Not applicable"/></p> <p>* Executive Vehicle Code <input type="text" value="N/A - Executive fleet design..."/></p> <p>* Vehicle Assign Type Code <input type="text" value="POOL - Vehicle is assigned ..."/></p>	<p>* Vehicle Armor <input type="text" value="None - None"/></p> <p>Emergency Response Vehicle <input type="checkbox"/></p> <p>Law Enforcement Vehicle <input type="checkbox"/></p> <p>* EPAct 2005 Designation Code <input type="text" value="DEFAULT - Vehicle will be ev..."/></p> <p>* EPAct Coverage Code <input type="text" value="DEFAULT"/></p> <p>FAST Location Withheld <input type="checkbox"/></p> <p>EO 13693 Design <input type="text" value="DEFAULT - Vehicle coverage/exemption status determined by specific vehicle attributes according to EO language and guidance"/></p>
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- a. Update the Vehicle Type Code, using ▼ to select the desired code.
- b. Update the Vehicle Group Code, using ▼ to select the desired code.
- c. Use ▲▼ to choose the GVWR.
- d. Update the Fuel Configuration Code, using ▼ to select the desired code.

- e. Update the EISA Acquisition Code, using ▼ to select the desired code.
  - f. Update the Executive Vehicle Code, using ▼ to select the desired code.
  - g. Update the Vehicle Assign Type Code, using ▼ to select the desired code.
  - h. Update the Vehicle Armor, using ▼ to select the desired code.
  - i. Update the EPAct 2005 Designation Code, using ▼ to select the desired code.
  - j. Update the EPAct Coverage Code, using ▼ to select the desired code.
- F. *Verify the Vehicle Costs panel.*
- G. *Update the Point of Contact panel.*

**Point of Contact** ^

Contact Id <input style="float: right; text-align: right; border: none; border-bottom: 1px solid #ccc;" type="text" value="1771"/> <span style="float: right; font-size: 0.8em;">x Q</span>	Mobile <input style="width: 90%;" type="text"/>
Name <input style="width: 90%;" type="text" value="Test"/>	Remarks <input style="width: 90%;" type="text"/>
Email <input style="width: 90%;" type="text" value="test@train.com"/>	
Phone Number <input style="width: 90%;" type="text"/>	

- H. *Update the Additional Attributes panel.*

**Additional Attributes** ^

<b>Corrosion</b>	
Corrosion Score <input style="width: 90%;" type="text" value="Select an Item"/>	Color <input style="width: 90%;" type="text" value="Select an Item"/>
Primers <input style="width: 90%;" type="text" value="Select an Item"/>	Last Painted Date <input style="border: none; border-bottom: 1px solid #ccc;" type="text" value="month-day-year"/> <span style="float: right; font-size: 0.8em;">📅</span>
Topcoats <input style="width: 90%;" type="text" value="Select an Item"/>	
<b>Nuclear</b>	
Nuclear Certified Indicator <input style="width: 90%;" type="text" value="NCE - Yes"/>	Nuclear Restricted Reason <input style="width: 90%;" type="text" value="Refer to the MNCL for a nuclear restriction information"/>
Nuclear Restricted <input type="checkbox"/> Nuclear Restricted	

- a. *Update the Corrosion grid.*
- b. *Verify the Nuclear grid.*



Select . The  appears on the **Search For a Maintenance Asset Master** page.

T




**OR**

Select the Asset Entry tab.

- a. *Verify the Summary Grid.*
- b. *Update the Asset Description grid.*
  1. Update the ASSET ID, entering the revised identifier in the field provided. *This is a 12 alphanumeric character field.*
  2. Update the Serial Number, entering the revised number in the field provided. *This is a 30 alphanumeric character field*
  3. Update the Acquisition Date, using  or entering the date (MM/DD/YYYY) in the field provided.
  4. Update the Acquisition Cost, using  to choose the revised cost.

Select . The **Search For a Maintenance Asset Master** page appears

with 

c.

**OR**

Select the Stock Number tab.

Stock Number    Asset Entry    Asset Details

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**Identification** ^

\* Stock Number

Unit Of Issue

Item Description

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**Asset Configuration** ^

\* Manufacturer Name

Manufacturer Model Number

Manufacturer Part Number

CAGE Code






\* Manufacturer Year

Lease Code  ▼

Agency Code

\* Major Command Code  ▼

FAST Reportable



1. *Update the Identification grid.*
  - A. Update the STOCK NBR, using  to browse for the revised number. *This is a 15 alphanumeric character field.*
2. *Update the Asset Configuration.*
  - A. Update the Manufacturer Name, using  to browse for the revised name. *This is a 36 alphanumeric character field.*
  - B. Update the Manufacturer Year, entering the revised year in the field provided. *This is a 4 numeric character field.*
  - C. Update the Major Command Code, using  to select the desired code.
3. Select . The **Search For a Maintenance Asset Master** page appears with .

# Update the Maintenance Asset Master — Mass Edit


## Overview

The Maintenance Asset Master — Mass Edit process allows mass editing of assets for profiling.

## Navigation

Maintenance > MAINT ASSET MASTER > Search Criteria >  > Search Results >  (desired records) >  > Maintenance Asset Master — Mass Edit page

## Procedures

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

### Update a MAINT ASSET MASTER — Mass Edit

#### Attention



Having multiple assets selected for updating limits the available fields for editing. Profiling an asset into the M&U module presents many empty fields. The Mass Edit screens appears when the selected assets are from the same originating system.

1. Select . The **Maintenance Asset Master — Mass Edit** page appears.

Asset Summary						
Asset Id	Errors	Originating System	Stock Number	Item Description	FAST Reportable	
CartridgeAthena	--	M - Maintenance and Utilization	1310000391104	CARTRIDGE,40 MILLIMETER	No	
103661B	--	M - Maintenance and Utilization	1310000391104	CARTRIDGE,40 MILLIMETER	No	

Selected 0/2    10 items per page    1 - 2 of 2 items

### Asset Details ↑

<p>* Maintenance Management Code: Multiple Values</p> <p>Initial Profiled Date: Multiple Values</p> <p>Equipment Pool: Multiple Values ×</p> <p>Maintenance Location: [Edit]</p> <p>Dispatch Code: N - No Dispatch</p> <p>Dispatch Category: Select an Item</p> <p>Subcategory: Select an Item</p> <p>Dispatch Unavailable Code: Select an Item</p>	<p>Number of Passengers: [Edit]</p> <p>Number of Bags: [Edit]</p> <p>Utilization Measure Code: Select an Item</p> <p>Utilization Target Monthly: 0</p> <p>Waiver Code: Select an Item</p> <p>Fuel Association: N/A - Not Applicable ×</p> <p>Default Fuel Type Code: Select an Item</p> <p><small>2583 - Default Fuel Type Code cannot be changed while the Fuel Association is different between all Assets.</small></p>
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### Certificates / Licenses ↑

<p>Select an Item</p> <p>★ TRAINING - TRAINING/OFFSITE ×</p>	<h4>Certificates / Licenses Key</h4> <ul style="list-style-type: none"> <li>★ Indicates a certificate or license applied to all selected assets</li> <li>☆ Indicates a certificate or license applied to only some selected assets</li> </ul> <p><i>Remove and add again to apply to all assets</i></p>
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### Vehicle Characteristics ↑

<p>* Vehicle Type Code: 115 - LD Van 4x2 (Passeng...)</p> <p>* Vehicle Group Code: 4115 - Van, Passenger /20, ...</p> <p>* GVWR: Multiple Values [Edit]</p> <p>* Fuel Configuration Code: GAS DE - Gasoline Dedicated</p> <p><small>2584 - Fuel Configuration Code cannot be changed until a Default Fuel Type Code is selected.</small></p> <p>* EISA Acquisition Code: NON - Not an LGHG emittin...</p> <p>* Executive Vehicle Code: N/A - Executive fleet design...</p> <p>* Vehicle Assign Type Code: POOL - Vehicle is assigned ...</p> <p>* Vehicle Armor: None - None</p>	<p>* Emergency Response Vehicle: No</p> <p>* Law Enforcement Vehicle: No</p> <p>* EPAAct 2005 Designation Code: DEFAULT - Vehicle will be ev...</p> <p>* EPAAct Coverage Code: DEFAULT</p> <p>* FAST Location Withheld: No</p> <p>EO 13693 Design: DEFAULT - Vehicle coverage/exemption status determined by specific vehicle attributes according to EO language and guidance</p> <p>* FAST Disposition Reason: Select an Item</p>
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✖ Cancel
💾 Save

- A. Verify the Asset Summary grid.
- B. Update the Asset Details panel.











- a. Update the Maintenance Management Code, using  to select the desired code.

### Note






Additional fields become mandatory based on the selected Maintenance Management Code.

- b. Update the Equipment Pool, using  to select the desired information.
- c. Select  to update the Maintenance Location. *The field becomes editable. This is a 20 alphanumeric character field.*
- d. Update the Dispatch Code, using  to select the desired code.
- e. Update the Dispatch Category, using  to select the desired category. *When selected, the Subcategory field becomes available.*
- f. Update the Subcategory, using  to select the desired category.
- g. Update the Dispatch Unavailable Code, using  to select the desired code.
- h. Select  to update the Number of Passengers. *The field becomes editable and  becomes available to choose the revised number.*

### Note



Select  to reset the field to the default.

- i. Select  to update the Number of Bags. *The field becomes editable and  becomes available to choose the revised number.*
- C. Update the Certificates/Licenses panel.
- D. Update the Vehicle Characteristics panel.

### Note







The Vehicle Characteristics panel appears when the FAST Reportable = Yes.

















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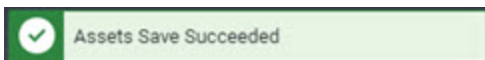
- a. Update the Vehicle Type Code, using  to select the desired code.
- b. Update the Vehicle Group Code, using  to select the desired code.
- c. Select  to update the GVWR. *The field becomes editable and  becomes available to choose the revised amount.*

### Note



Select  to reset the field to the default.

- d. Update the Fuel Configuration Code, using  to select the desired code.
  - e. Update the EISA Acquisition Code, using  to select the desired code.
  - f. Update the Executive Vehicle Code, using  to select the desired code.
  - g. Update the Vehicle Assign Type Code, using  to select the desired code.
  - h. Update the Vehicle Armor, using  to select the desired code.
  - i. Update the Emergency Response Vehicle, using  to select the desired designation.
  - j. Update the Law Enforcement Vehicle, using  to select the desired designation.
  - k. Update the EPA 2005 Designation Code, using  to select the desired code.
  - l. Update the EPA Coverage Code, using  to select the desired code.
  - m. Update the FAST Location Withheld, using  to select the desired code.
- E. Select . *The **Search For a Maintenance Asset Master** page appears with*





## Transfer a Maintenance Asset Master

### Overview

The Maintenance Asset Master Transfer process allows the transfer of maintenance assets.

### Navigation

Maintenance > MAINT ASSET MASTER > Search Criteria >  > Search Results >   
 (desired record) >  >  drop-down option > Transfer (Maintenance Asset Master) slide-out window

### Procedures


#### Transfer a MAINT ASSET MASTER

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

- Click  to select the entry(s). *The Maintenance Management Code is highlighted, and*

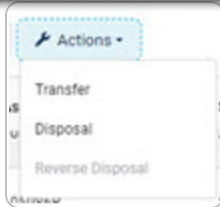
, , and  become available.

#### Note

 , , and  become available based on the selected maintenance asset record(s). All options are not available for every record. Select  next to the desired records to transfer multiple records at the same time.

- Select . *The drop-down options appear.*





3. Select **Transfer**. The **Transfer a Maintenance Asset Master** slide-out window appears.

## Transfer ✕

<p>* Equipment Location <input style="width: 90%;" type="text"/></p>	<p>* Transferred Date <input style="border: 1px solid #ccc; padding: 2px 5px;" type="text" value="month/day/year"/> </p>
<p>* Owner Id <input style="width: 90%;" type="text"/></p>	<p>* Activity <input style="width: 90%;" type="text"/></p>

✕ Cancel

Save

- A. Enter the Equipment Location in the field provided. *This is a 20 alphanumeric character field.*
- B. Enter the OWNER ID in the field provided. *This is a 6 alphanumeric character field.*
- C. Use to select the Transferred Date, or enter the date (MM/DD/YYYY) in the field provided.
- D. Enter the Activity in the field provided. *This is a 50 alphanumeric character field.*
4. Select **Save**. The **Transfer a Maintenance Asset Master** slide-out window closes and



*appears as the asset is updated in the Search Results grid.*







# Delete a Maintenance Asset Master

## Overview

The Maintenance Asset Master Delete process allows removal of a maintenance asset.

## Navigation

Maintenance > MAINT ASSET MASTER > Search Criteria >  > Search Results >   
 (desired record) >  >  drop-down option > Disposal pop-up window

## Procedures

### Delete a MAINT ASSET MASTER

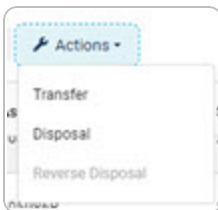
Selecting  at any point of this procedure removes all revisions and closes the page.  
**Bold** numbered steps are required.

1. Click  to select the entry. *The Maintenance Management Code is highlighted, and , , and  become available.*

**Note**

, , and  become available based on the selected maintenance asset record. All options are not available for every record.

2. Select . *The drop-down options appear.*



3. Select . *The **Maintenance Asset Master - Delete** pop-up window appears.*





**Note**



The Delete process is the same for single and mass deletion.



The asset will be removed from Maintenance Asset Master. Are you sure you would like to continue?



Cancel



Yes, continue



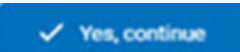


The assets will be removed from Maintenance Asset Master. Are you sure you would like to continue?



Cancel



Yes, continue

4. Select . The **Maintenance Asset Master - Delete** pop-up window closes and  or  appears.





## Reverse a Maintenance Asset Master Disposal

### Overview

The Maintenance Asset Master Reverse Disposal process allows for the reversal of a deleted maintenance asset.

### Navigation

Maintenance > MAINT ASSET MASTER > Search Criteria >  > Search Results >   
 (desired record) >  >  drop-down option > Reverse Disposal pop-up window

### Procedures

#### Reverse a MAINT ASSET MASTER Disposal

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

- Click  to select the entry. *The Maintenance Management Code is highlighted, and*

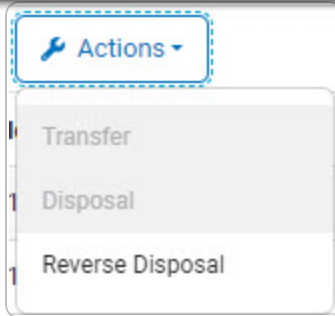
and  become available.

#### Note

, , and  become available based on the selected maintenance asset record. All options are not available for every record.

- Select . *The drop-down options appear.*





- Select **Reverse Disposal**. The **Maintenance Asset Master - Reverse Disposal** pop-up window appears.

**Note**

The Reverse process is the same for single and mass reversal.

**!** Selected asset will be added to Maintenance Asset Master as Not Profiled. Are you sure you would like to continue?

**✕ Cancel** **✓ Yes, continue**

**!** Selected assets will be added to Maintenance Asset Master as Not Profiled. Are you sure you would like to continue?

**✕ Cancel** **✓ Yes, continue**

- Select **✓ Yes, continue**. The **Maintenance Asset Master - Reverse Disposal** pop-up window closes and **✓ Asset saved successfully** or **✓ Assets saved successfully** appears.

