

# Search for a Maintenance Program

## Overview

The Maintenance and Utilization module Maintenance Program process provides the ability to create or update Maintenance Program information.

## Navigation

Master Data > Maintenance Program > Maintenance Program Search page

## Procedures

### Search for a Maintenance Program

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 panel, narrow the results by entering one or more of the following optional fields.

#### Search Criteria

Program Name


Status

All  
 Active  
 Inactive

#### Search Results

<input checked="" type="checkbox"/>	Program Name	Status	Agency	FAST	
No Data					

◀ ▶ 10 items per page
0 - 0 of 0 items

2. Select . The results appear in the Search Results grid.

### Search Criteria

Program Name

Status  All  
 Active  
 Inactive

[Reset](#) [Search](#)

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### Search Results

[Options](#) | [+ Add](#) | [Edit](#)

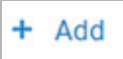
<input type="checkbox"/>	Program Name	Status	Agency	FAST
<input type="checkbox"/>	Func-2 Program	Active	D2 - DEFENSE FINANCE AND ACCOUNTING SERVICE	No
<input type="checkbox"/>	FUNC-2 Program	Active	D2 - DEFENSE FINANCE AND ACCOUNTING SERVICE	No
<input type="checkbox"/>	SHIELD	Active	D2 - DEFENSE FINANCE AND ACCOUNTING SERVICE	Yes

1 - 3 of 3 items




## Add a Maintenance Program


### Navigation

Master Data > Maintenance Program > Search Criteria >  > Add Maintenance Program page

### Procedures

#### Add a Maintenance Program

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.

1. Select . The **Add Maintenance Program** page appears.

- A. Enter the Program Name in the field provided. *This is a 20 alphanumeric character field.*

Select . *The CONFIG tab opens.*

B.

**OR**

Select the Config tab.



Identification **Config**

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**Settings**

Utilization Variance (%)	<input type="text"/>	* Catalog	FUNC2 - ADAP1
Fuel Quantity	<input type="text"/>	<input type="checkbox"/> Allow Maintenance Only Assets	
* Agency Code	-Select-	WO Util Required	<input type="radio"/> Yes <input checked="" type="radio"/> No

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**Readiness Reporting**

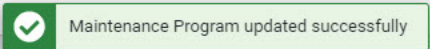
* Readiness Report	N - None
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**FAST Reporting**

<input type="checkbox"/> FAST Reportable	FAST Manager Addr	<input type="text"/>
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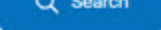

- a. Complete the Settings grid.
    1. Use ▼ to select the Agency Code.
    2. Use ▼ to select the Catalog.
  - b. Complete the Readiness Reporting grid
 

Use ▼ to select the Readiness Report.
  - c. Complete the FAST Reporting grid.
2. Select . The **Add Maintenance Program** page closes and  appears as the entry is added to the Search Results grid.




## Update a Maintenance Program

### Navigation


Master Data > Maintenance Program > Search Criteria >  Search > Search Results >  Edit > Maintenance Program Update page

### Procedures

#### Update a Maintenance Program

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

1. Select . The **Update a Maintenance Program** page appears.

- A. Update the Program Name, entering the revised name in the field provided. *This is a 20 alphanumeric character field.*
  - B. Verify the Status contains the appropriate  or . *This indicates the status that will determine the type of entries that will appear in the Search Results grid.*
  - C. Verify the Program Type.
- Select . The CONFIG tab opens.

D.

**OR**



Select the Config tab.

a. *Update the Settings grid.*

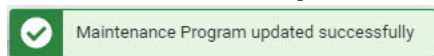
1. Update the Agency Code, using ▼ to select the desired code.
2. Update the Catalog, using ▼ to select the desired catalog.

b. *Update the Readiness Reporting grid*

Update the Readiness Report, using ▼ to select the desired status.

c. *Update the FAST Reporting grid.*

2. Select . The **Update a Maintenance Program** page closes and



appears as the revised entry is added to the Search Results grid.

