# Search for a MAINT GROUP ID — Criteria

## Overview

The Property Accountability module MAINT GROUP ID process provides the ability to identify assets for maintenance or utilization. When a new stock number is cataloged, the cataloger must associate a Maintenance Group with the Stock Number. Since the Maintenance Group is associated a Stock Number, the Maintenance Groups must be maintained at the Catalog Name level (a set of Maintenance Groups/Catalog).
Maintenance Groups are subsequently associated with a UIC and Maintenance Activity or to a UIC and External Maintenance Interface. This allows for identifying what activity is providing maintenance or utilization management for the assets that are associated with the Stock Number with a particular Maintenance Group.

## Navigation

Master Data > MAINT GRP ID > MAINT GROUP ID Search Criteria page

## Procedures

### Search for a MAINT GROUP ID — Criteria

*One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting* [ Reset ] *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.

- Use ⌄ to select the Catalog.

- Enter the MAINT GRP DESC in the field provided. *This is a 25 alphanumeric character field.*

> **Helpful Tip**
>
> 💡 A wild card is permitted using the percentage (%) sign when performing a search. Example: MAINT GRP ID of Maint% will find all MAINTENANCE GROUP IDS beginning with the word Maint.

2. Select [ Search ]. *The* **Maint Group Id Search Results** *page appears. Results display in the Search Results grid.*

### Search Criteria

| Catalog | Maint Grp Id | Maint Grp Desc |
|---|---|---|
| AA-ANAD-AA-ANAD | AA | -- |

### Search Results

| Update | Delete | Catalog | Maint Grp Id | Maint Grp Desc |
|---|---|---|---|---|
| Update | Delete | AA-ANAD | AA | TRKVAN |

Cancel

# Add a MAINT GROUP ID

## Navigation

Master Data > MAINT GRP ID > Search Criteria > **Add** > MAINT GROUP ID Add page

## Procedures

### Add a MAINT GROUP ID

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

1.   Select **Add** . *The* **Maint Group Id Add** *page appears.*

   ### Add

   | | |
   |---|---|
   | *Maint Grp Id | Maint Grp Desc Long |
   | *Catalog          AA-ANAD-AA-ANAD | History Remarks |
   | *Maint Grp Desc | |

   Cancel    Add

   A.   Enter the MAINT GRP ID in the field provided. *This is a 2 alphanumeric character field.*

   B.   *The Catalog automatically updates and is not editable.*

   C.   Enter the MAINT GRP DESC in the field provided. *This is a 25 alphanumeric character field.*

2.   Select **Add** . *The* **Maint Group Id Transaction Status** *page appears.*

# Update a MAINT GROUP ID

## Navigation

Master Data > MAINT GRP ID > Search Criteria > | Search | > Search Results > Update hyperlink > MAINT GRP ID Update page

## Procedures

### Update a MAINT GRP ID

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

1. Select the Update hyperlink. *The* **MAINT GRP ID Update** *page appears.*



   **A.** Update the MAINT GRP ID, entering the revised identifier in the field provided. *This is a 2 alphanumeric character field.*

   **B.** *Verify the Catalog.*

   **C.** Update the MAINT GRP DESC, entering the revised description in the field provided. *This is a 25 alphanumeric character field.*

2. Select | Update |. *The* **Maint Group Id Transaction Status** *page appears.*

# Delete a MAINT GROUP ID

## Navigation

Master Data > MAINT GRP ID > Search Criteria > [ Search ] > Search Results > Delete hyperlink > MAINT GROUP ID Delete page

## Procedures

### Delete a MAINT GROUP ID

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

1. Select the Delete hyperlink. *The MAINT GRP ID Delete page appears.*

To complete delete action, select Delete; otherwise, select Cancel

**Delete**

| | | |
|---|---|---|
| *Maint Grp Id | AA | |
| *Catalog | AA-ANAD-AA-ANAD | |
| *Maint Grp Desc | TRKVAN | |

Maint Grp Desc Long    Truck VAN Cargo w lift

History Remarks    [                    ]

[ Cancel ]   [ **Delete** ]

    **A.** *Verify the MAINT GRP ID.*

    **B.** *Verify the Catalog.*

    **C.** *Verify the MAINT GRP DESC.*

2. Select [ **Delete** ]. *The **Maint Group Id Transaction Status** page appears.*