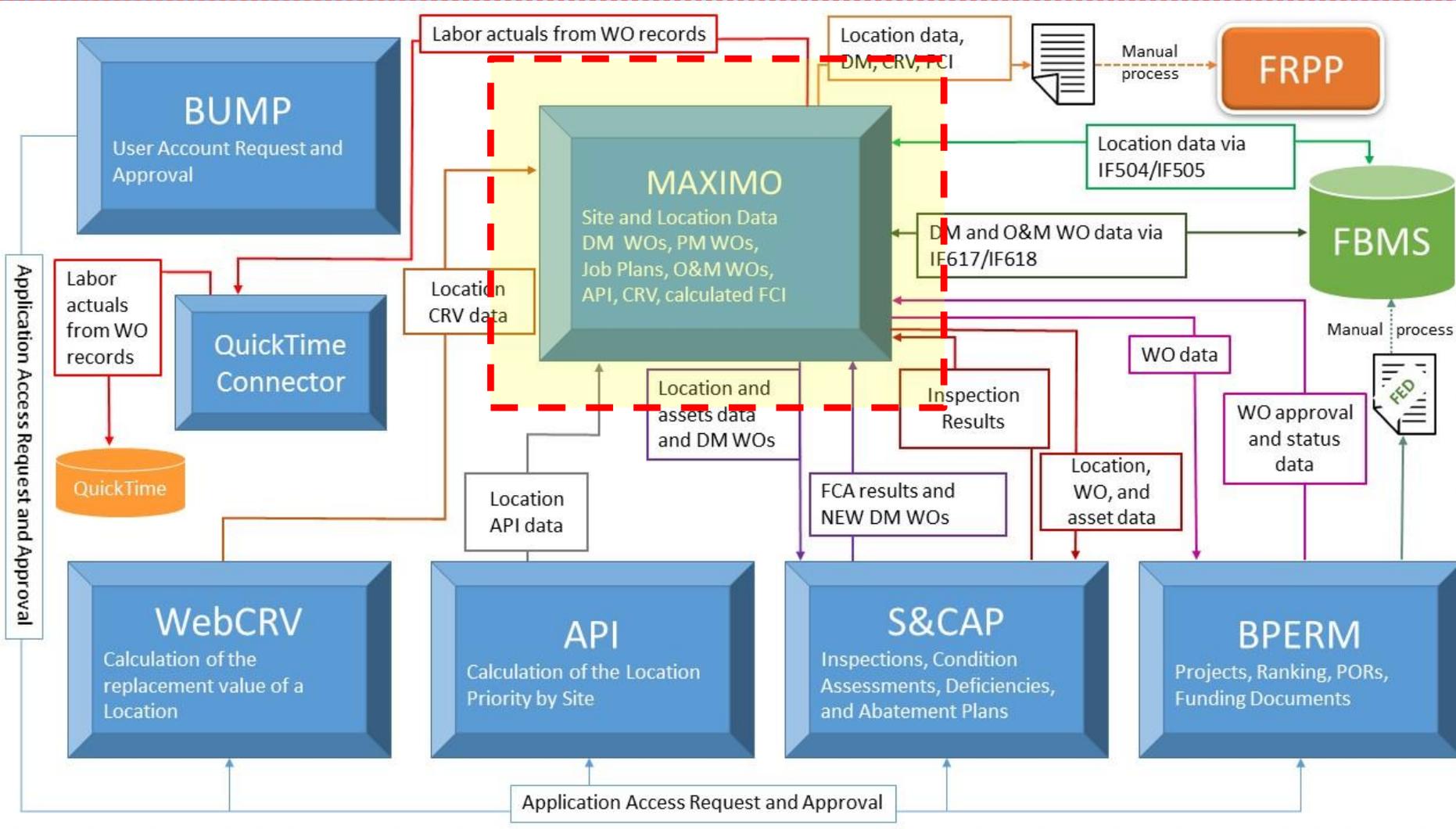


Indian Affairs, Division of Facilities
Management and Construction

Indian Affairs-Facility Management System (IA-FMS) Training

Assets

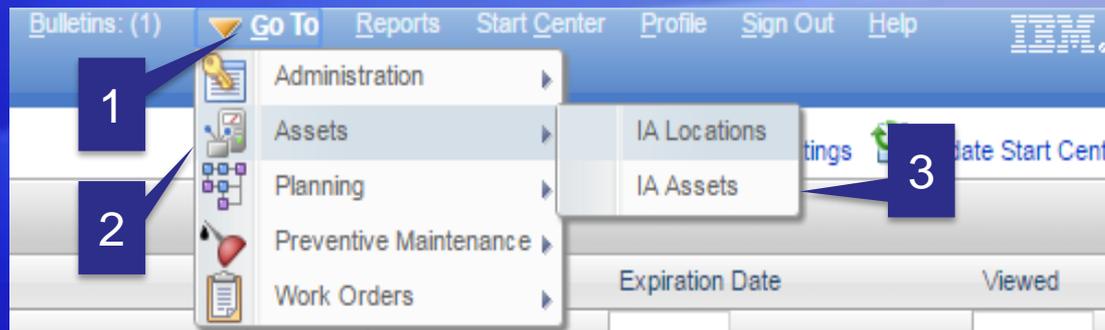
IA-FMS Overview



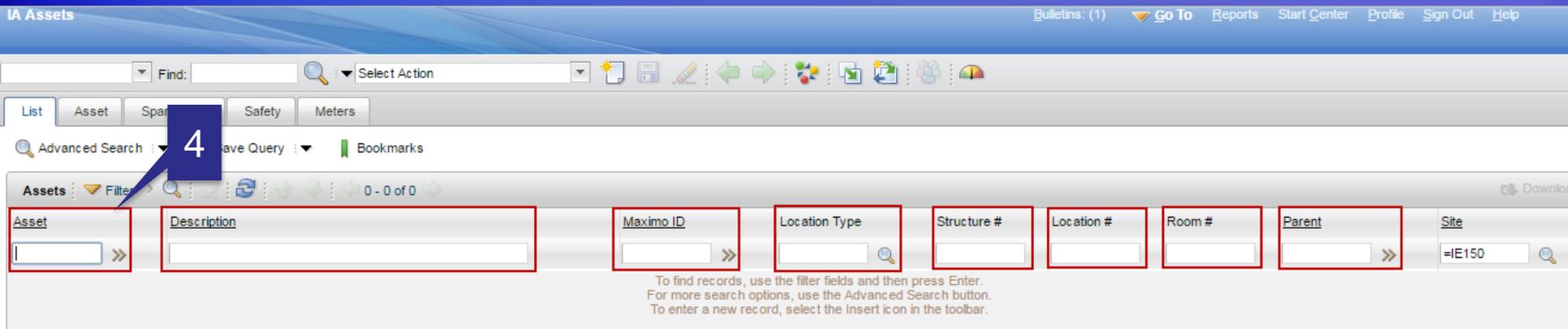
Lesson Objectives

- Finding an Asset
- Understand how IA-FMS (Maximo) organizes Assets.
- Creating an Asset
- Changing the 'Status' of an Asset
- Changing the Status of an Asset
- Creating a 'Child' Asset
- Duplicating an Asset
- Moving an Asset

Assets Application – Finding an Asset



1. Select 'Go To'
2. Select 'Assets'
3. Select 'IA Assets'



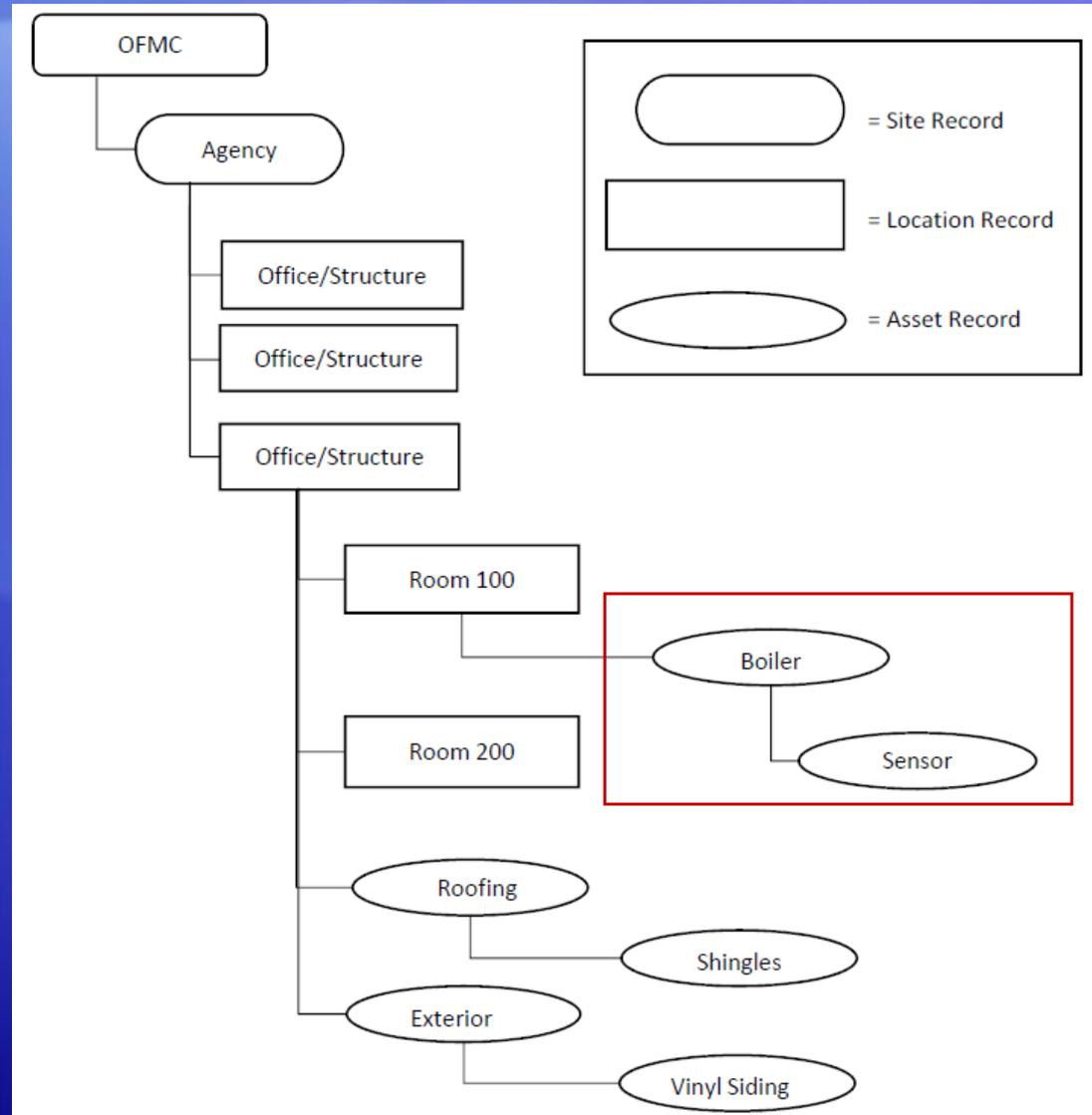
4. All the fields boxed in **RED** are searchable. Or to retrieve all records place your cursor in the 'Asset' (first box) and hit Enter on your keyboard.

Organization of Assets

IA-FMS organizes Data:

- Organization
- Site
- Location
- Asset

Access to Sites and data are controlled by the security group(s) to which the user belongs.



Assets - Creating an Asset Record

IA Assets Bulletins: (1) [Go To](#) [Reports](#) [Start Center](#)

Find: Select Action 1

List Asset Spare Parts Safety Meters

Asset: AB329530 * 5

Status: NOT READY

Location Type: 3

Use: >>

Site: IE150 ST. STEPHENS INDIAN SCHOOL

Location #: C58-10

Type:

Details

Parent: >>

Maintain Hierarchy?

* Maximo ID: 4

Structure #:

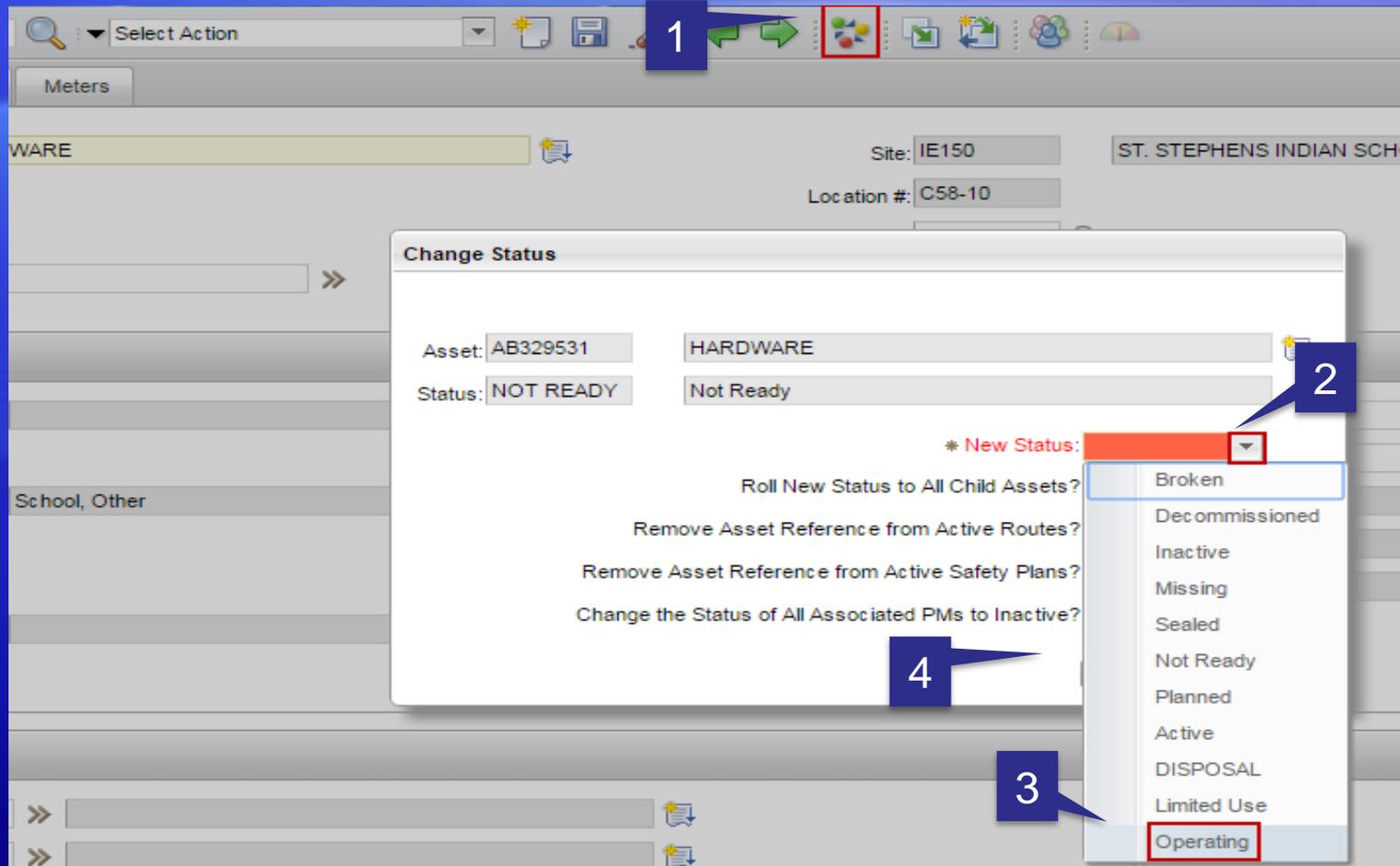
Room #:

Meter Group: >>

Museum Property?

1. Click on the 'New Asset' icon.
2. Enter the Asset 'Description'.
3. Select the Asset 'Type'.
4. Select the 'Maximo ID' (this will be the asset's Location).
5. Click on the 'Save' icon.

Assets – Changing the Status of an Asset



1. Click on the multi-colored icon.
2. Select the down arrow for 'New Status'.
3. Select 'Operating'.
4. Select 'OK' (the 'OK' icon is hidden behind the drop down menu).

Assets - Creating a Child Asset

The screenshot shows the 'Assets' application interface. At the top, there is a search bar with 'Find:' and a 'Select Action' dropdown. Below this are tabs for 'List', 'Asset', 'Safety', 'Meters', 'Specifications', and 'Work'. The 'Asset' tab is active, showing fields for 'Asset: AD92973' and 'WIOTA MOTOR #3 STA. 4', and 'Status: OPERATING'. The 'Details' section is expanded, showing a 'Parent' field with the value 'AD15596' and 'WIOTA PUMP #1 STA. 4'. A red box highlights the 'Parent' field, and a blue callout bubble with the number '1' points to it. Other fields in the 'Details' section include 'Maintain Hierarchy?' (checkbox), 'Location: AD30630' and 'WIOTA PUMPING PLANT', 'Asset_Condition', and 'Asset Ownership'.

1. The process for creating a child asset record is the same process used to create the parent asset record, however when creating the child asset record you must specify the 'Parent' asset.

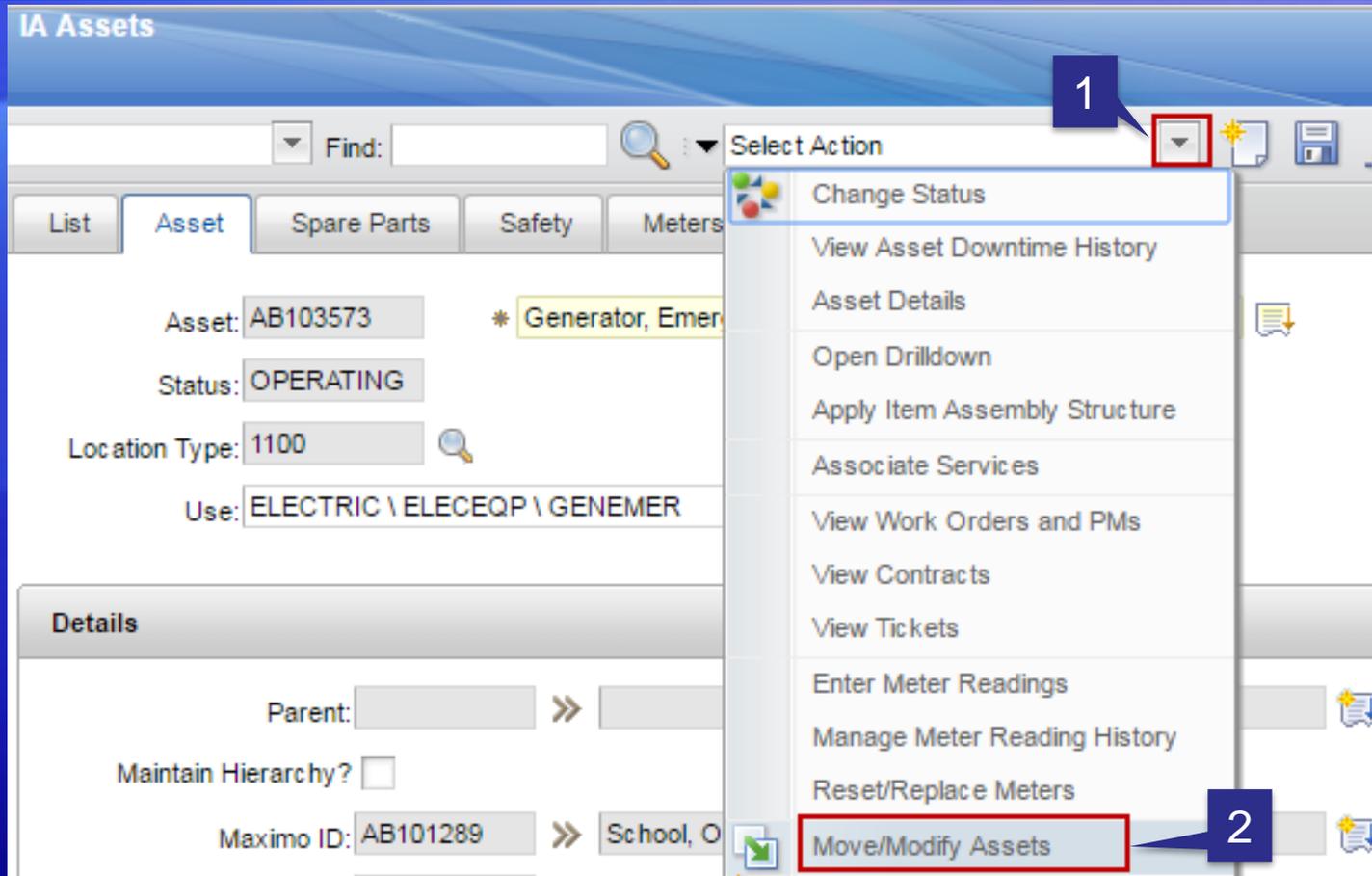
Assets - Duplicating an Asset

The screenshot displays the 'IA Assets' application interface. At the top, there is a search bar with a 'Find:' label and a magnifying glass icon. Below this is a 'Select Action' dropdown menu, which is currently open. The menu items include: Change Status, View Asset Downtime History, Asset Details, Open Drilldown, Apply Item Assembly Structure, Associate Services, View Work Orders and PMs, View Contracts, View Tickets, Enter Meter Readings, Manage Meter Reading History, Reset/Replace Meters, Move/Modify Assets, Swap Assets, View Asset Move History, Associate Users and Custodians, Zero Asset Costs, Change Item Number, Attachment Library/Folders, Duplicate Asset, Delete Asset, Add to Bookmarks, and Run Reports. The 'Duplicate Asset' option is highlighted with a red box and a blue callout bubble containing the number '2'. Another blue callout bubble with the number '1' points to the 'down arrow' next to the 'Select Action' field. The background shows the asset details for 'AB103573', including its status (OPERATING), location type (1100), and use (ELECTRIC \ ELECEQP \ GENEMER). The interface also includes sections for 'Details' and 'Purchase Information'.

First, select the Asset that needs to be Duplicated.

1. Click on the 'down arrow' next to the field labeled 'Select Action'.
2. Click on 'Duplicate Asset'

Assets - Moving an Asset



First, select the Asset that needs to be Moved.

1. Click on the 'down arrow' next to the field labeled 'Select Action'.
2. Click on 'Move/Modify Assets'

Assets - Moving an Asset

Move/Modify Assets

To make changes to an asset's location, parent/child relationship, users and custodians, and attributes, select the appropriate tab below.

Assets Users and Custodians Groups Attributes

Assets Filter > 1 - 1 of 1 Download

Asset	Description	Parent	Location	GL Account	To Parent	To Location	To Parent
AB103573	Generator, Emergency, Automatic Transfer		AB101289			AB107292	

Select More Assets

Mass Move

Use the fields listed below to specify a new location, parent, or bin for a

To Site: IE150 Apply

To Location: >> Apply

To GL Account: Apply

1. Select the 'To Location'. This is where the Asset will be move to.
2. Click 'OK'.
3. If the Asset has been successfully moved this message will appear.

2 OK Cancel

System Message

BMXAA0067I - Asset AB103573 in site IE150 was moved successfully.

3 OK

Demo

Assets