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
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.
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.
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.
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).
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

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’
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.
Demo
Assets