



MAS Application Suite Navigation & Overview

Role: Supervisors, Administrators

MAS-WI-0010-Navigation & Overview

Purpose:

This Work Instruction defines the steps to navigate MAS.

Primary Use:

This Work Instruction is used for the following scenarios:

1. Login
2. Editing your MAS user profile
3. Screen Features
4. Search & Filter

Business Unit Application:

This Work Instruction applies to Programmed Facilities Management.

Audience:

Contracts' Admin Team and PFM Supervisors.

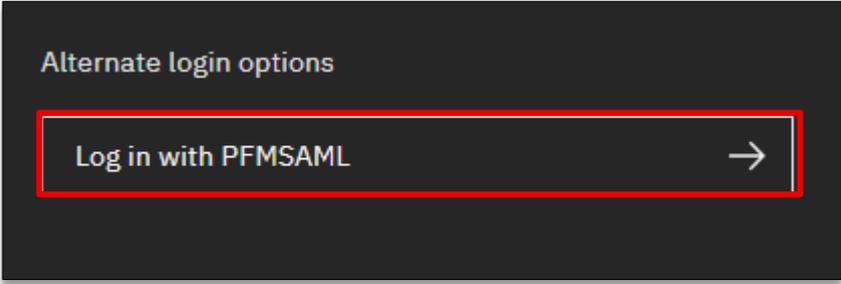
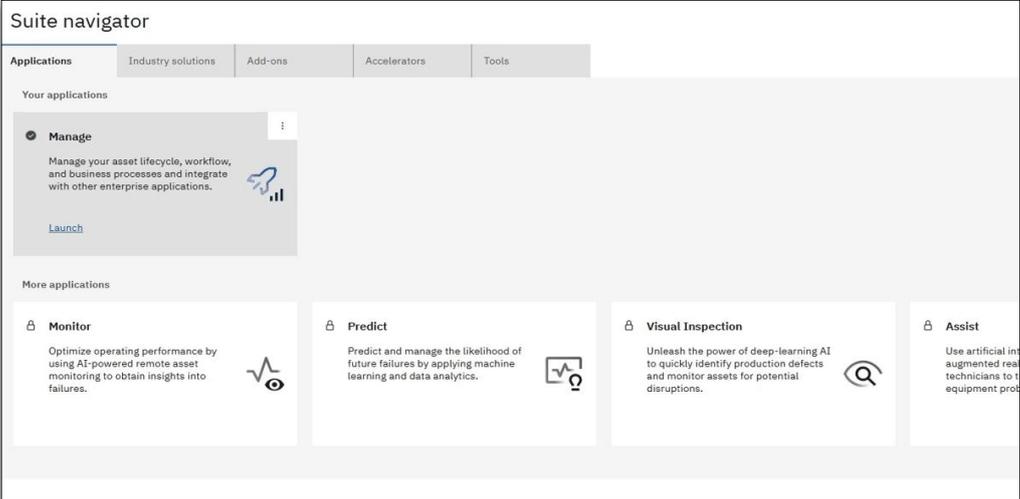
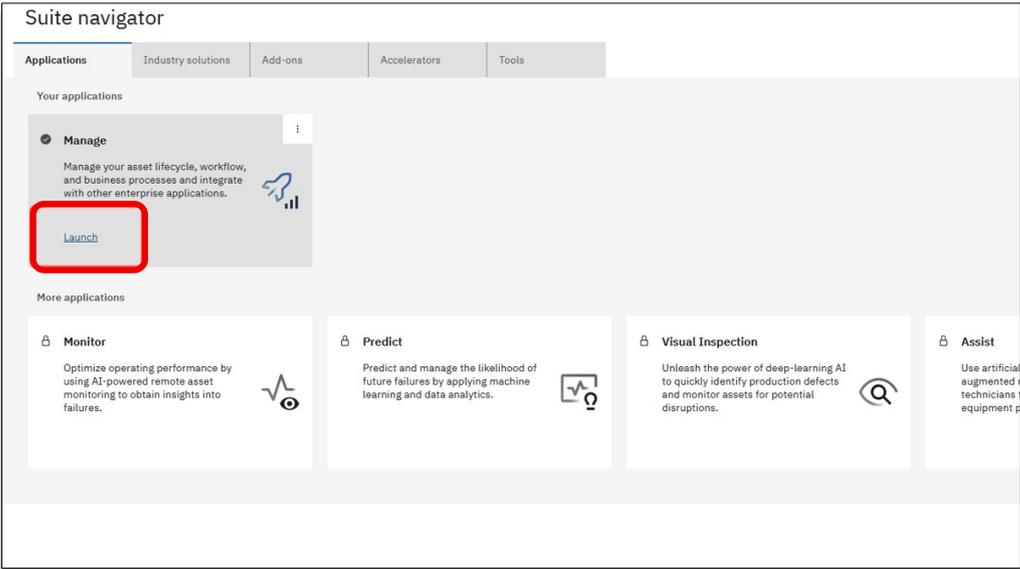
Key Fields:

System Field	Definition
MAS	Maximo Application Suite
Modules	A unit that performs a specific function within the system

Before you start:

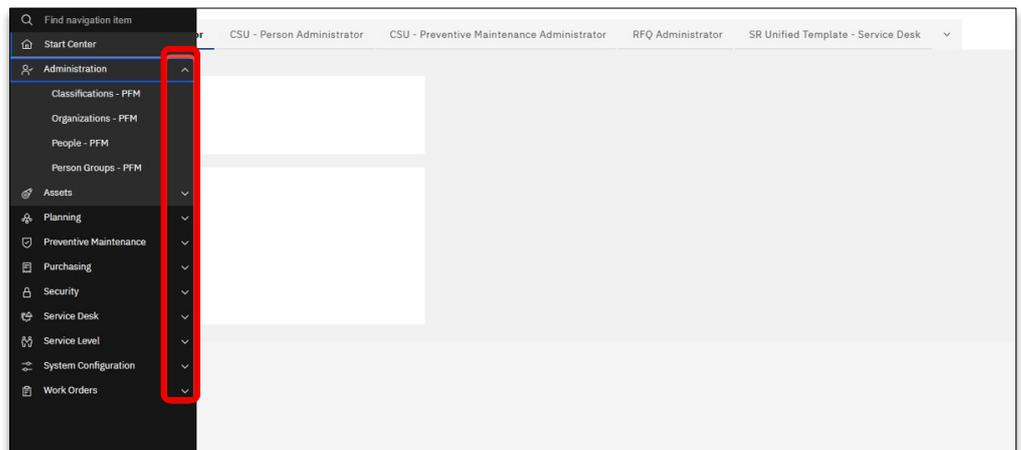
Ensure you have clicked on the MAS production link.

Login to MAS :

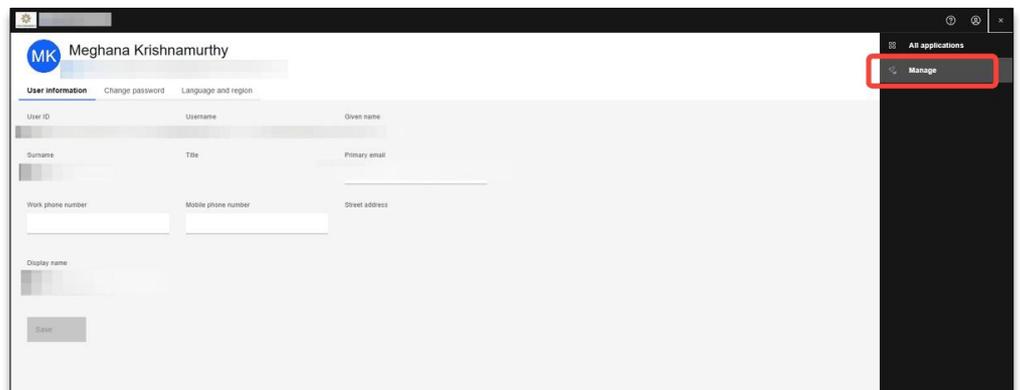
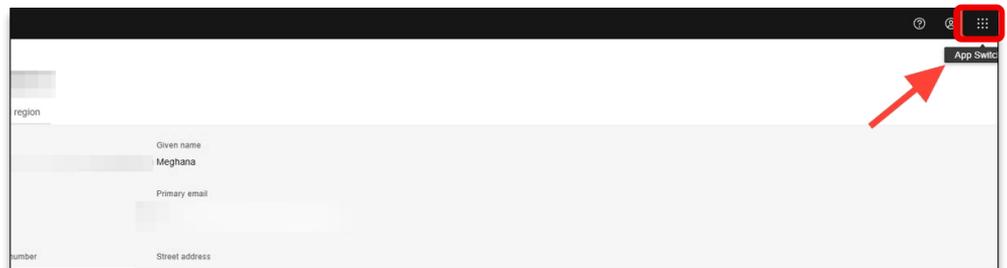
Explanation	Screenshot
<p>Select Log in with PFMSAML.</p>	
<p>Result: You will be directed to the MAS landing (home) page as shown.</p>	
<p>Click Launch.</p>	

Modules can be expanded to view categories within the module by selecting and deselecting the arrows.

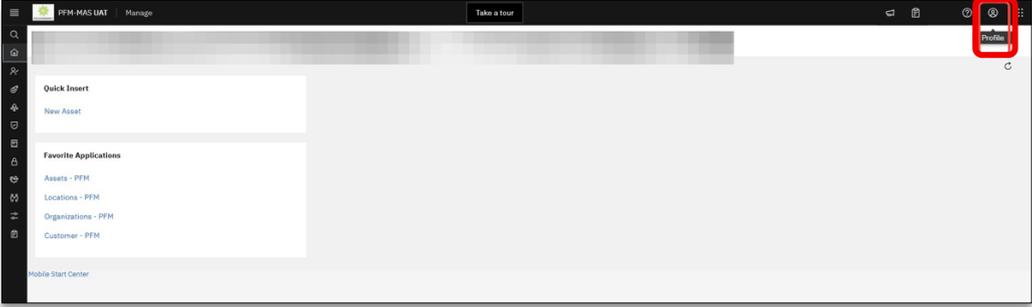
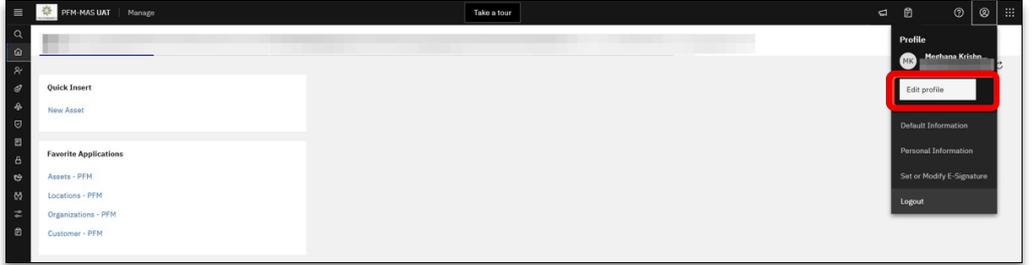
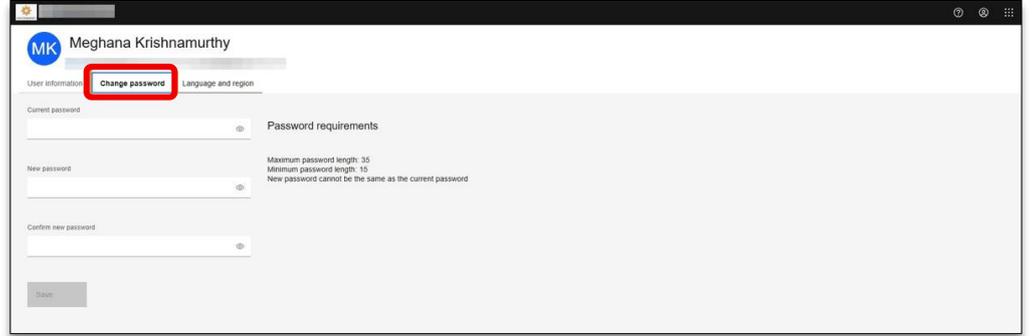
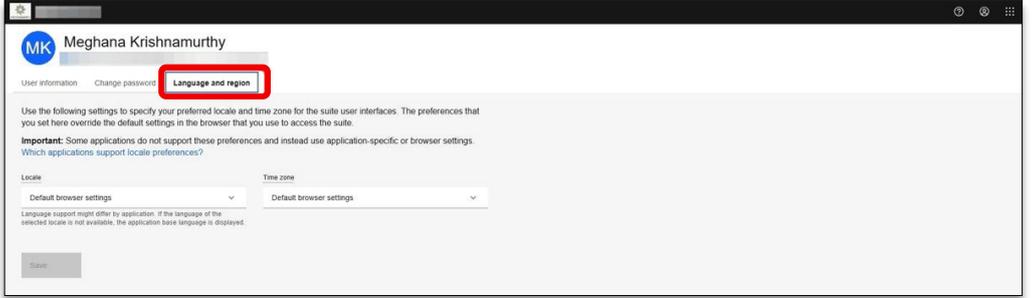
The modules available to you depend on your MAS role/access.



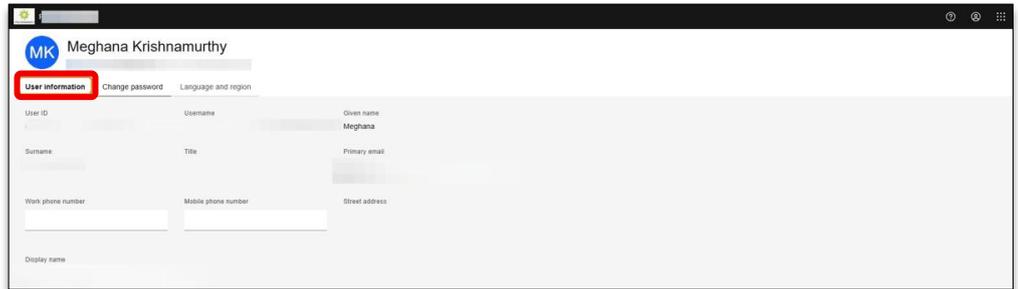
Clicking on the 9 dots allows users to switch between applications such as the **Manage** page to view your User information.



Editing your MAS Profile :

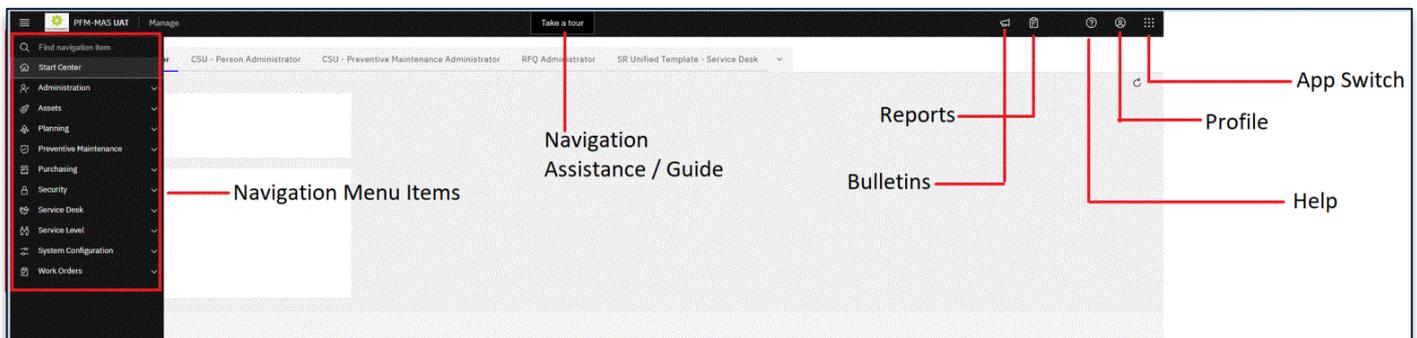
<p>Click on the Profile icon.</p>	
<p>Select Edit profile.</p>	
<p>To change your password select Change password.</p>	
<p>To set the correct language and region, select Language and region.</p>	

Click **User information** to update any of your details.



Screen Features:

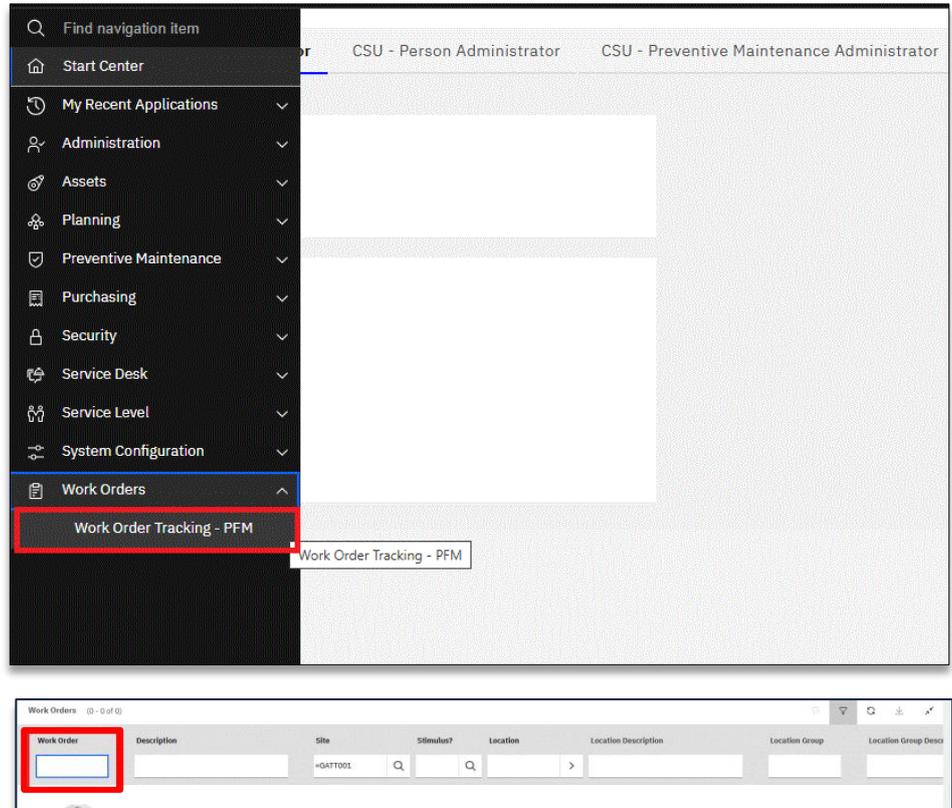
1. **Navigation menu items:** This is where you'll navigate to the modules within MAS such as Assets and Work Orders.
2. **Navigation Assistance/ Guide:** Click on **Take a tour** to get to know MAS.
3. **Bulletins:** This contains MAS notifications.
4. **Reports:** Provides access to any reports (if applicable).
5. **Profile:** Allows you to edit your profile details.
6. **App Switch:** Allows you to navigate to other applications eg: Suite Navigator page & Start centre.
7. **Help:** Provides details about MAS and it's features.



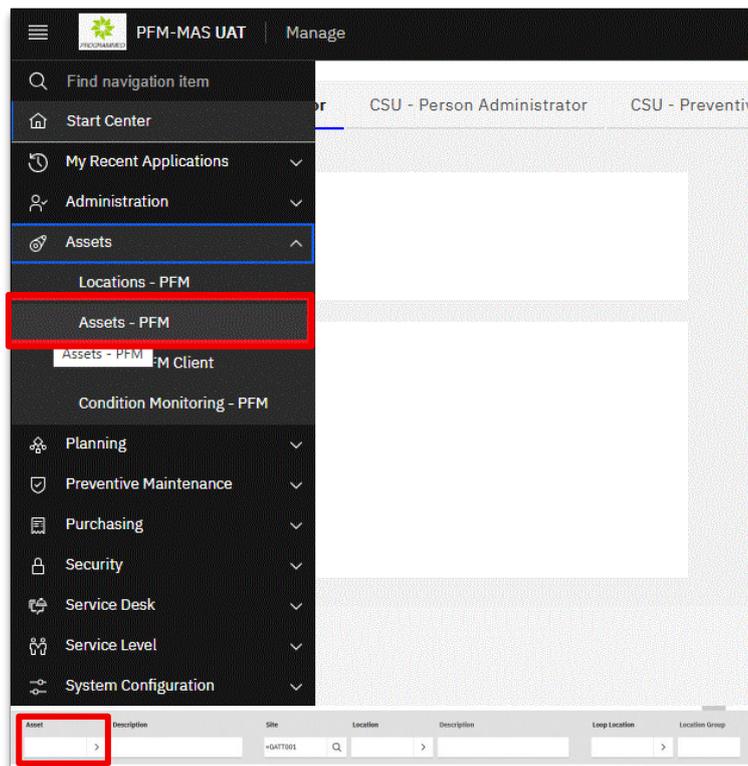
Search and Filter :

Workorder tab : You can search and filter by entering fields on the search ribbon.

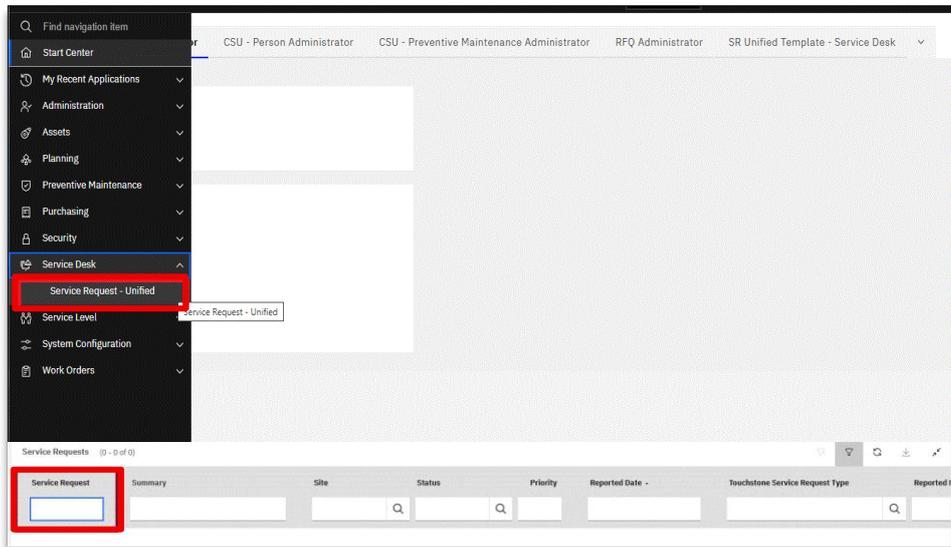
A workorder can be searched by WO number in "Workorder" field.



Asset Tab : Allows users to search for specific assets by entering the asset ID in the **Asset** field.



Service Request tab : A service request can be searched by entering the service request number in the **Service Request** field



Related Work Instructions or Process Maps:

- VUM-WI-0010-External User Management
- VUM-WI-0020-Activating & Downloading the Touchstone Mobile Application
- VUM-WI-0030-PFM User Management
- TSMob-WI-0010- Navigation & Overview
- TSMob-WI-0020- Work Order Management (Supervisors)
- TSMob-WI-0030-Work Orders (Technicians)
- TSMob-WI-0040-Create and Submit Claims
- TSMob-WI-0050-Asset Management in Touchstone

History			
Description	Reference #	Date	Authority / WI Owner
New Work Instruction		19 th May 2025	Programmed Facility Management
Next Review Due		Upon new release	