MAS-WI-0010-Navigation & Overview

BY PROGRAMMED

Project <u>NextGen</u> Igniting change, uniting teams.



MAS Application Suite Navigation & Overview

Role: Supervisors, Administrators

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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.

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Login to MAS :

Explanation	Screenshot				
Select Log in with PFMSAML.	Alternate login options Log in with PFMSAML $ ightarrow$				
Result: You will be directed to the MAS landing (home) page as shown.	Suite navigator Applications Vour applications Manage your asset lifetycle, workforw, write other enterprise applications. More applications More applications More applications More applications Pointier Optimize porsuring performance by using Arporoset in insights into the renterprise applications. Pointier Converted rente asset means and using and data analytics. Pointier Converted rente asset for potential insights into talures by applying machine for analytics. Pointier Converted rente asset for potential insights into talures by applying machine for analytics. Potence Product and analytics. Potence Potence <				
Click Launch.	Subservations Industry solutions Ad ons Total Total Total Total pointing operating performance by solution insights into the full performance by solution failures and data analytics. Industry solutions				

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Editing your MAS Profile :

Click on the Profile icon.	Image: PPM MAS UNIT Marage: PPM Oxide Insert:
Select Edit profile.	Image: IPH MAC UNIt Monage: IPH MAC UNIt Monage: IPH MAC UNIt Image: IPH MAC UNI
To change your password select Change password .	Image: service in the parsend in th
To set the correct language and region, select Language and region.	Compared and the spectral fragment of the

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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.

Q. Find Analysison Item Q. Find Analysison Item Q. Start Center M. Administration df. Assets Q. Preventing Q. Preventing Purchasing Q. Shouthy Q. Shouthy	CSU - Person Administrator CSU - Preventive Maintenance Administrator Navigation Menu Items	RFQ Admeterator SR Unified Template - Service Deak V Navigation Assistance / Guide	Reports Bulletins	App Switch
성 Service Level · · 과 System Configuration · · 한 Work Orders · ·				

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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	