CUPSS Mobile App User Guide

Introduction

The CUPSS Mobile Assistant offers phone- and tablet-based data entry on both Android and iOS devices for water systems conducting an asset inventory, the first step in developing an infrastructure asset management plan.

The Mobile Assistant app exports a CUPSS-compatible spreadsheet of the water system's assets, allowing the water system operator to work in the plant and on site, reducing the need to enter handwritten data in the office.

Getting Started

Download the Mobile App

In either Google Play or the Apple App Store, search for CUPSS Mobile Assistant.

In Google Play, tap the INSTALL button. After the app has been installed, tap on the OPEN button.

For the App Store, tap GET, and tap again for INSTALL. Afterwards, tap OPEN.
Creating New Asset Inventory

New Asset Tab

After successfully installing and opening the CUPSS app, you will be brought to the app home page. We will explore three modules in this guide: New Asset, My Assets, and Export.

I. New Asset - create a “new asset” inventory page.

In the New Asset tab (red circle) fill out the required fields.

- **Basic Information**
  Enter basic asset information.

- **Status and Condition**
  Enter asset condition such as CoF, Redundancy, Capacity, and much more.

- **Cost and Maintenance**
  Enter asset cost and maintenance.

- **Manufacturer and Supplier**
  Enter manufacturer and supplier information.
Step 1: Basic Information

A. **Required Fields** - You must fill the following fields under **Basic Information** with the proper information:

(Note: Required fields will be denoted with a *red asterisk* * in this guide).

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Fill the asset name in this field.</td>
</tr>
<tr>
<td>Location</td>
<td>Fill the asset location in this field.</td>
</tr>
<tr>
<td>Category</td>
<td>Choose the category type of the asset.</td>
</tr>
<tr>
<td>Type</td>
<td>Choose the asset type from the drop down list.</td>
</tr>
</tbody>
</table>

Note:

After you have successfully filled the field, a green asterisk will appear to the right of the field name. Otherwise, a slightly bigger red asterisk will remain to the right of the field name.

Once all the required fields have been filled, the clipboard’s color at the top of the category header will change to white.

B. **Optional Fields** - The following fields in **Basic Information** are optional:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Material</td>
<td>Enter the materials used.</td>
</tr>
<tr>
<td>ID</td>
<td></td>
</tr>
<tr>
<td>Linear feet</td>
<td>List the dimensions of the asset.</td>
</tr>
<tr>
<td>Size</td>
<td>Enter the asset size.</td>
</tr>
<tr>
<td>Storage capacity</td>
<td>Enter the storage capacity of the asset.</td>
</tr>
<tr>
<td>Acres of land</td>
<td>Enter the acres of land.</td>
</tr>
<tr>
<td>Longitude/Latitude</td>
<td>Enter the GPS locate button to pinpoint the asset location.</td>
</tr>
<tr>
<td>Notes</td>
<td>Write any additional asset notes.</td>
</tr>
</tbody>
</table>

Name* – Fill the asset name in this field.

Location* – Fill the asset location in this field.

Category* – Choose the category type of the asset.

Type* – Choose the asset type from the drop down list.
Step 2: Status and Condition

A. Required Fields – Select from the drop down list the appropriate information for each field.

- **Condition**
  - Select the condition
  - Options: Select, Excellent, Fair (Average), Good, Poor, Very Poor

- **CoF**
  - (Consequence of Failure)
  - Options: Select, Insignificant, Minor, Moderate, Major, Catastrophic

- **Redundancy**
  - Select asset redundancy
  - Options: Select, 0%, 50%, 100%, 200%

- **Asset Status**
  - Select the Asset Status
  - Options: Select, Active, Future Investment, Not In Use - Abandoned, Not In Use - Back Up

- **Capacity**
  - Options: Select, Undersized, Fullsized, Oversized

B. Optional Fields - The following fields are optional under Status and Conditions.

- **Can be repaired** – Toggle the slide on if it can be repaired. (Default is set to “yes”)

- **Can be rehabilitated** – Toggle the slide on if it can be rehabilitated. (Default is set to “yes”)

- **Show item in schematics** – Toggle the slide on if you would like to show the item in schematics. (Default is set to “no”)
Step 3: Cost and Maintenance

A. Required Fields – Input the correct information in the following fields.

- **Installation Date**: List the installation date for the asset.
- **Expected Useful Life**: List the average amount of time, in years, that a system of component is estimated to function if installed new.
- **Replacement Cost**: List the cost of replacing the asset if required today.

B. Optional Fields - The following fields are optional under Cost and Maintenance.

- **Original Cost** – The amount paid for the initial purchase of an asset.
- **Routine Maintenance Cost** – List the cost if a single routine maintenance activity is performed on the asset.
- **Maintenance Frequency** – Select from the drop down option the maintenance frequency for the asset.
- **Maintained according to factory recommendation** – Toggle the switch if the asset is maintained as recommended by the manufacturer.
Step 4: Manufacturer and Supplier

The following fields under Manufacturer and Supplier are optional fields. It is highly recommended you fill these fields.

- **Model Number** – Enter the asset model number.
- **Manufacturer** – Enter the asset manufacturer.

Step 5: Create Asset Inventory

After you have entered all the necessary information in Basic Field, create your inventory asset by tapping the blue Create button.

- **Select for Batch Export** – If you would like to batch export this asset in the future, toggle this control on. It will be included in the next export of “Selected” assets.
- **Alias** – Enter the asset alias here. This information will be the “name” of the asset under My Asset.
- **Add Picture** - You can attach pictures by tapping Add Picture.
- **Create** – Tap Create to generate the asset inventory.
- **Reset** – Tap to reset all the fields.

NOTE:

If you missed a required field, the Errors notification will remain on the page, until you enter the correct information.
Managing Your Saved Assets

My Asset Tab

Under this tab, you can manage your various saved assets. You can edit saved assets, duplicate a saved asset, and export saved assets.

I. Editing Saved Asset

Step 1:
You can edit a saved asset, by tapping one of the saved assets under My Assets (red box).
Step 2:

You will be brought to the **View and Edit** page of the selected asset.

To edit, simply select either **Status and Condition**, **Cost and Maintenance**, and **Manufacturer and Supplier**.

**II. Cloning an Asset**

Under **My Assets**, you have the option to duplicate, or **Clone** a previously saved asset.

**Step 1:**

Select the asset you wish to duplicate (red box).
Step 2:
Scroll to the bottom of the saved asset, and tap on **Clone** (red circle).

A pop-up will open detailing that the asset has been successfully cloned.

Now, the newly cloned asset (red box) will appear under **My Asset**.
III. Exporting An Asset
You also have the option to export one asset or a batch of assets saved under the My Asset tab.

A. Batch Asset Export- Exports all of your saved inventory assets.

Step 1:
Tap on the orange upload icon (red circle) under My Assets.
Select the method you would like to export the asset (ex: email).

Step 2:
Press Ok to confirm exporting all distribution assets.

Once you press Ok, your email client will appear with the attached export document. After emailing is complete the export success window appears.
B. Individual Asset Export

You can also export an individual asset. Under My Assets, select the asset that you would like to export individually.

Step 1: Once you select the individual asset, scroll to the bottom of the asset page and tap the orange Export button (red circle).

Step 2: Select how you would like to export the asset data (ex: e-mail).

Afterwards, a popup box will notify you when the export is complete.
Exporting Individual or All Assets

Export Tab

This tab allows you to export individual and batch assets as well.

I. Exporting Individual Asset

Step 1:

You can export individual assets through **Export** by completing the following steps:

1. Select an asset under **My Assets**.
2. Scroll to the bottom of the page, and toggle **Select for Batch Export** on (red circle).
3. Save the change before proceeding.
4. Now, go back to the **Export** tab.
Step 2:

Under **Export**, tap the left “**Selected**” button.

Confirm that you would like to export the previously selected Asset by tapping **Ok**. This will then produce the email client with attachment.

Once the email is sent, the export is complete, and the success window appears.
II. Exporting Batch Asset

Under export, you can also export batch (multiple) assets that are saved under My Assets.

**Step 1:**
First, toggle **Select for Batch Export** for all the assets you would like to export.

**Step 2:** Save your asset.

**Step 3:**
Confirm that you would like to export the previously selected Asset by tapping OK. This will then produce the email client with attachment.

Once the email is sent, the export is complete and the success window appears.
Your Export Asset

Outside the CUPSS Mobile App

All assets are exported as an Excel sheet. In this example, the selected asset was emailed as an attachment to the recipient (red box).

![Email Attachment](image)

You can use your exported mobile inventory asset to upload to “My Inventory List” in the CUPSS desktop application.

![Excel Sheet](image)

Note: The attachment is always named “attachment.xlsx”. Once the email recipient downloads the attachment, it should be renamed to more descriptive file name.
## Glossary

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asset</td>
<td>The component of the facility with an independent physical and functional identity and age (e.g., pump, motor, tank).</td>
</tr>
<tr>
<td>Asset Status</td>
<td>This is how your utilities view an asset. Assets can be active, future investment, not in use (abandoned), not in use (back up). You would designate an asset a &quot;future investment&quot; if you would like it added to your capital improvement plan.</td>
</tr>
<tr>
<td>Capacity</td>
<td>This is the capacity of the asset—undersized, full-sized, or oversized.</td>
</tr>
<tr>
<td>Condition</td>
<td>The current condition of the asset based on a combination of age and physical functionality—ranging from poor to excellent.</td>
</tr>
<tr>
<td>Consequence of Failure</td>
<td>Real or Hypothetical results associated with the failure of an asset.</td>
</tr>
<tr>
<td>Expected Useful Life</td>
<td>The average amount of time, in years, that a system or component is estimated to function when installed new.</td>
</tr>
<tr>
<td>Export</td>
<td>The Mobile app packages the assets selected into an Excel attachment and invokes the on-board email client to email the attachment.</td>
</tr>
<tr>
<td>Installation Date</td>
<td>This is the date that the asset is scheduled to be installed.</td>
</tr>
<tr>
<td>Maintenance Frequency</td>
<td>This is how often the asset is maintained—per day, per week, per month, per year, or lifetime.</td>
</tr>
<tr>
<td>Maintained According to Factory Recommendation</td>
<td>The frequency of routine maintenance as recommended by the manufacturer.</td>
</tr>
<tr>
<td>Original Cost</td>
<td>The amount paid for the initial purchase of an asset.</td>
</tr>
<tr>
<td>Redundancy</td>
<td>These are spare assets that have the ability to do the same job if a failure of the primary asset were to occur.</td>
</tr>
<tr>
<td>Replacement Cost</td>
<td>How much will it cost to replace the asset, if required today?</td>
</tr>
<tr>
<td>Routine Maintenance Cost</td>
<td>How much does it cost for a single routine maintenance activity to be performed on the asset?</td>
</tr>
</tbody>
</table>