Assets — the register every other record of the CMMS belongs to

Menu: CMMS ▸ Assets…

Part 1 — What the function does

What it does. The asset register is the base of a CMMS file: every work order, preventive maintenance (PM) schedule, failure record, meter reading and reliability record belongs to an asset in it. In the window CMMS — Assets you

Action	What ReliaEn does
Add asset	Places the asset in five fixed levels, Site, Area, System, Equipment, Component, exactly one level below its parent, and writes its full path from the tags
Give Criticality	Keeps the letter A, B or C, scored from three factors, consequence × likelihood × detectability, each 1 to 5, or manual with a written reason
Select a row	Shows the asset in the detail tabs: Specs, Meters, PMs, WO History, BOM, Attachments, Related, FMEA, Reliability, Condition
Move	Moves the asset to another parent and rewrites the paths of everything beneath it
Attach file…	Stores a document beside the CMMS file and shows its SHA-256 fingerprint

From what data. What you type. ReliaEn refuses an empty tag, a tag already used in the site, a parent that is not exactly one level up, a manual letter with no reason, and factors given only in part.

When an engineer uses it. When setting up a CMMS file, before the first work order is raised, and whenever equipment is added or moved.

Do not use it when

Situation	Use instead
The plant is already in SAP or Maximo	CMMS ▸ Bridge… (chapter 6.15)
You want the full criticality assessment of an asset	The group Criticality assessment (ACR) of this window (chapter 6.13)
You want to add meters and readings	The meter row of this window (chapter 6.16)

Part 2 — The example's input data

Setting. A maintenance planner sets up the cooling-water system of plant A before the first work orders are raised. Every asset is active; blank cells stay empty.

Tag	Parent	Level	Asset class
PLANT-A	(none — new Site)	Site	
AREA-1	PLANT-A	Area	
SYS-CW	AREA-1	System	
PUMP-101	SYS-CW	Equipment	PUMP-CENT

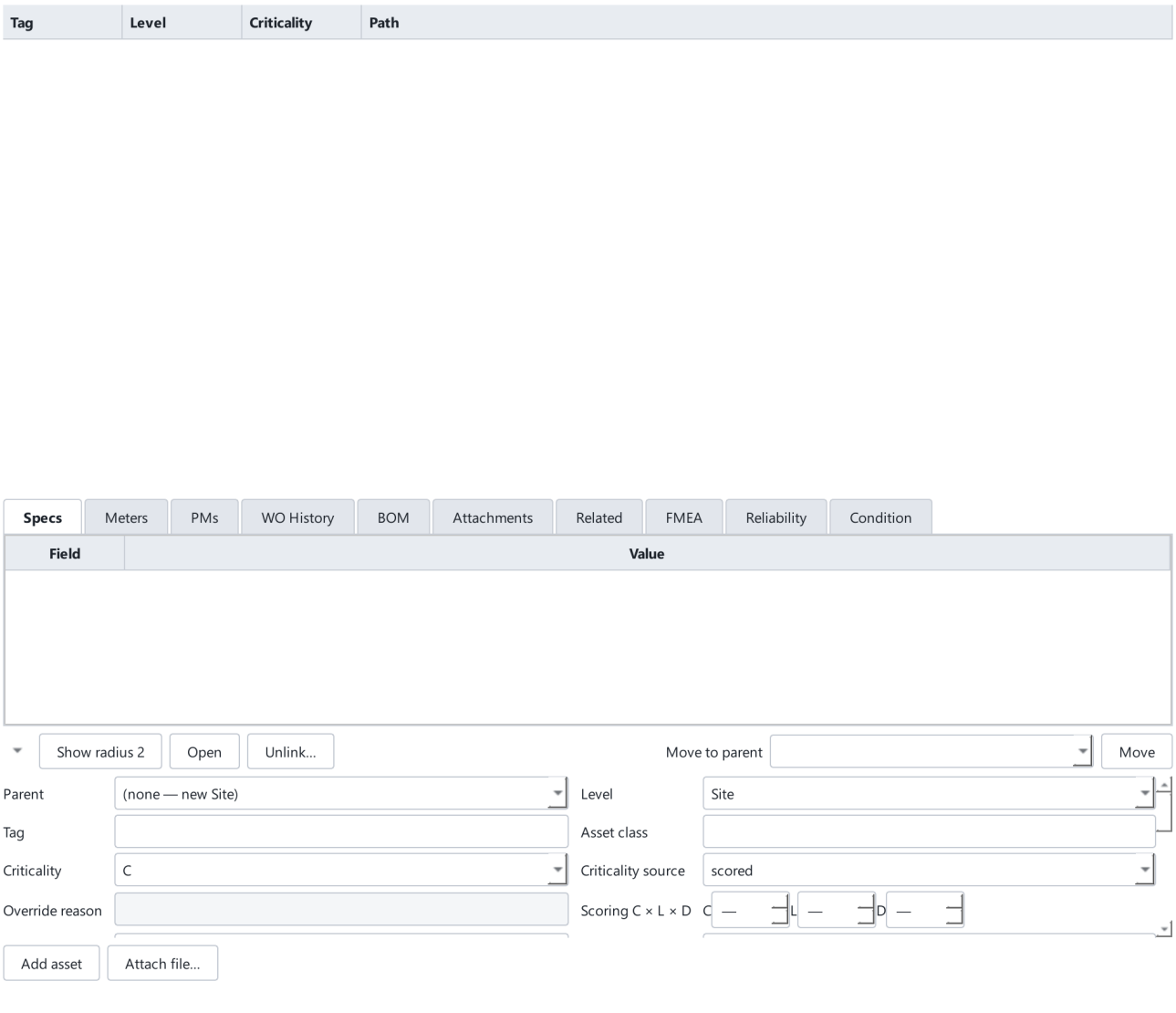
PUMP-103	SYS-CW	Equipment	PUMP-CENT
PUMP-102	SYS-CW	Equipment	PUMP-CENT
SEAL-101	PUMP-101	Component	SEAL-MECH

Tag	Criticality	Criticality source	C, L, D
PLANT-A	C	scored	
AREA-1	C	scored	
SYS-CW	C	scored	
PUMP-101	A	scored	5, 4, 3
PUMP-103	C	scored	2, 2, 2
PUMP-102	B	manual, Override reason spare duty	
SEAL-101	A	scored	

Tag	Install date	Install meter
PLANT-A	2026-01-01	
AREA-1	2026-01-01	
SYS-CW	2026-01-01	
PUMP-101	2026-03-01	11200
PUMP-103	2026-03-04	
PUMP-102	2026-03-01	12000
SEAL-101	2026-03-01	

Input	Value
File	A new CMMS file, typed from the table above; nothing to take from the zip

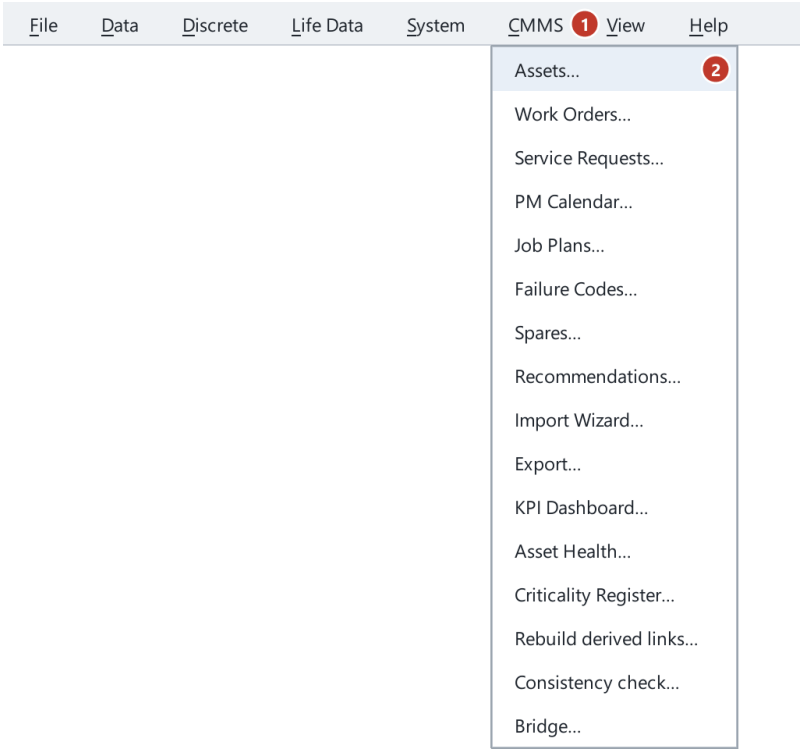
The window on a new file:



The window on a new file

Part 3 — How to use it, step by step

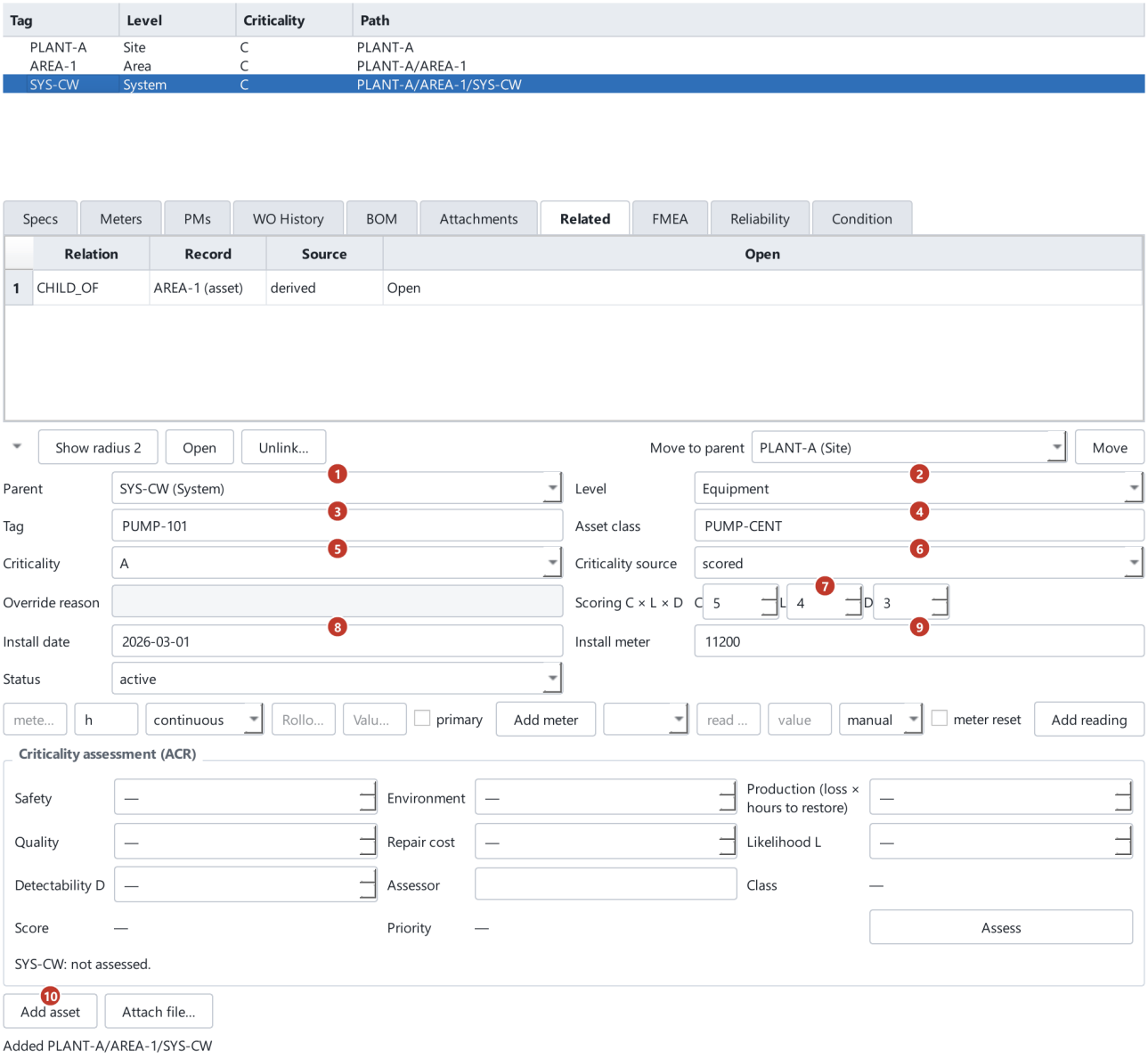
1. **Choose CMMS ▸ Assets…** in the menu bar, and type a new name in the box Open or create a CMMS file. The window CMMS — Assets opens.



Step 1 — the menu path

- ① CMMS: the menu.
- ② Assets…: the entry to click.

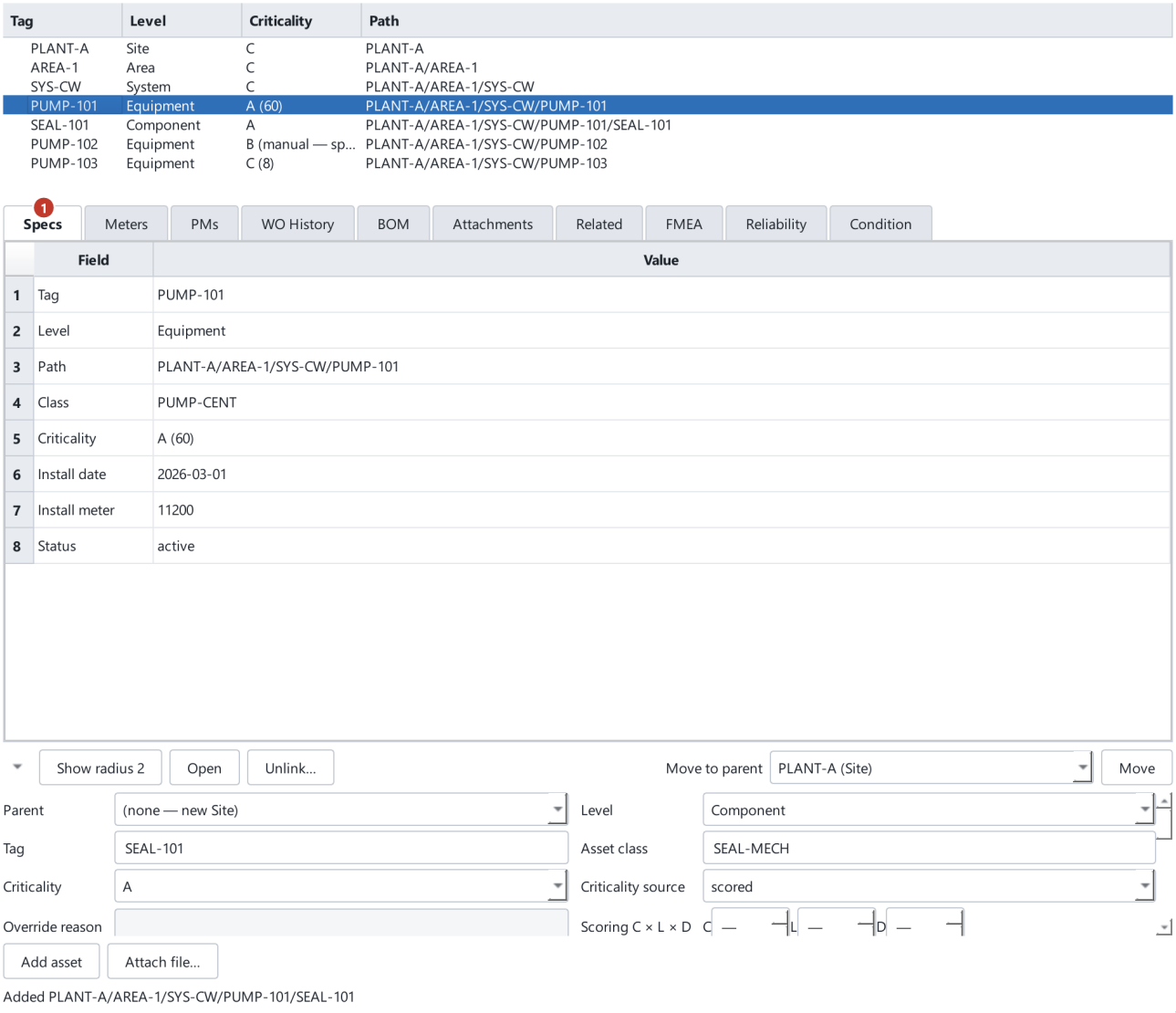
2. **Add the rows of Part 2's table from the top, clicking Add asset after each.** Steps 3 to 12 show the fourth row, PUMP-101:



Steps 3 to 12 — PUMP-101 typed

3. ① **In Parent, choose SYS-CW (System).**
4. ② **In Level, choose Equipment.**
5. ③ **In Tag, type PUMP-101.**
6. ④ **In Asset class, type PUMP-CENT.**
7. ⑤ **In Criticality, choose A.**
8. ⑥ **Check that Criticality source reads scored.**
9. ⑦ **In C, L and D, choose 5, 4 and 3.**
10. ⑧ **In Install date, type 2026-03-01.**
11. ⑨ **In Install meter, type 11200.**
12. ⑩ **Click Add asset.**

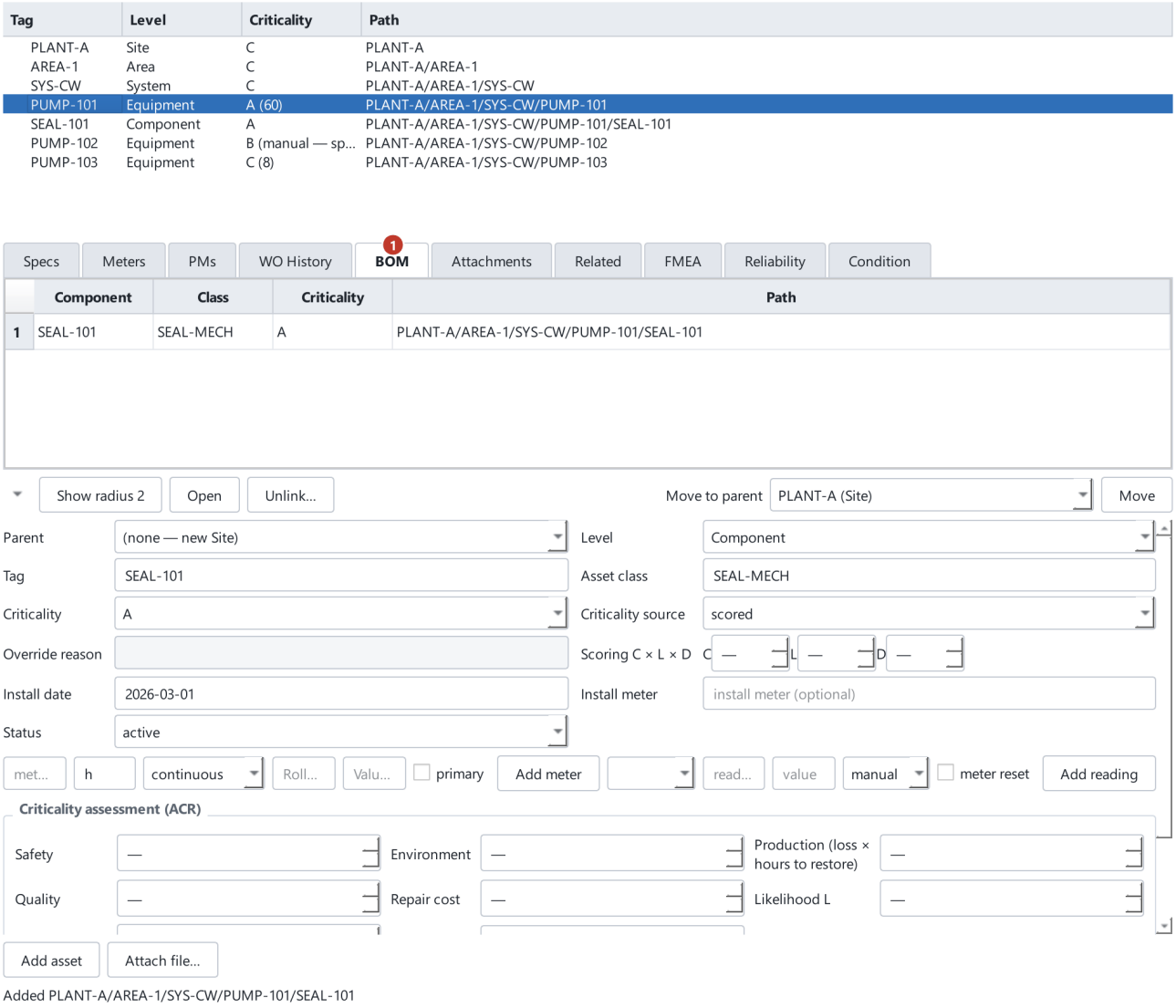
13. **When all seven are in, select PUMP-101 in the tree and open the tab Specs:**



Step 13 — the Specs tab

- ① The tab Specs.

14. **Open the tab BOM:**

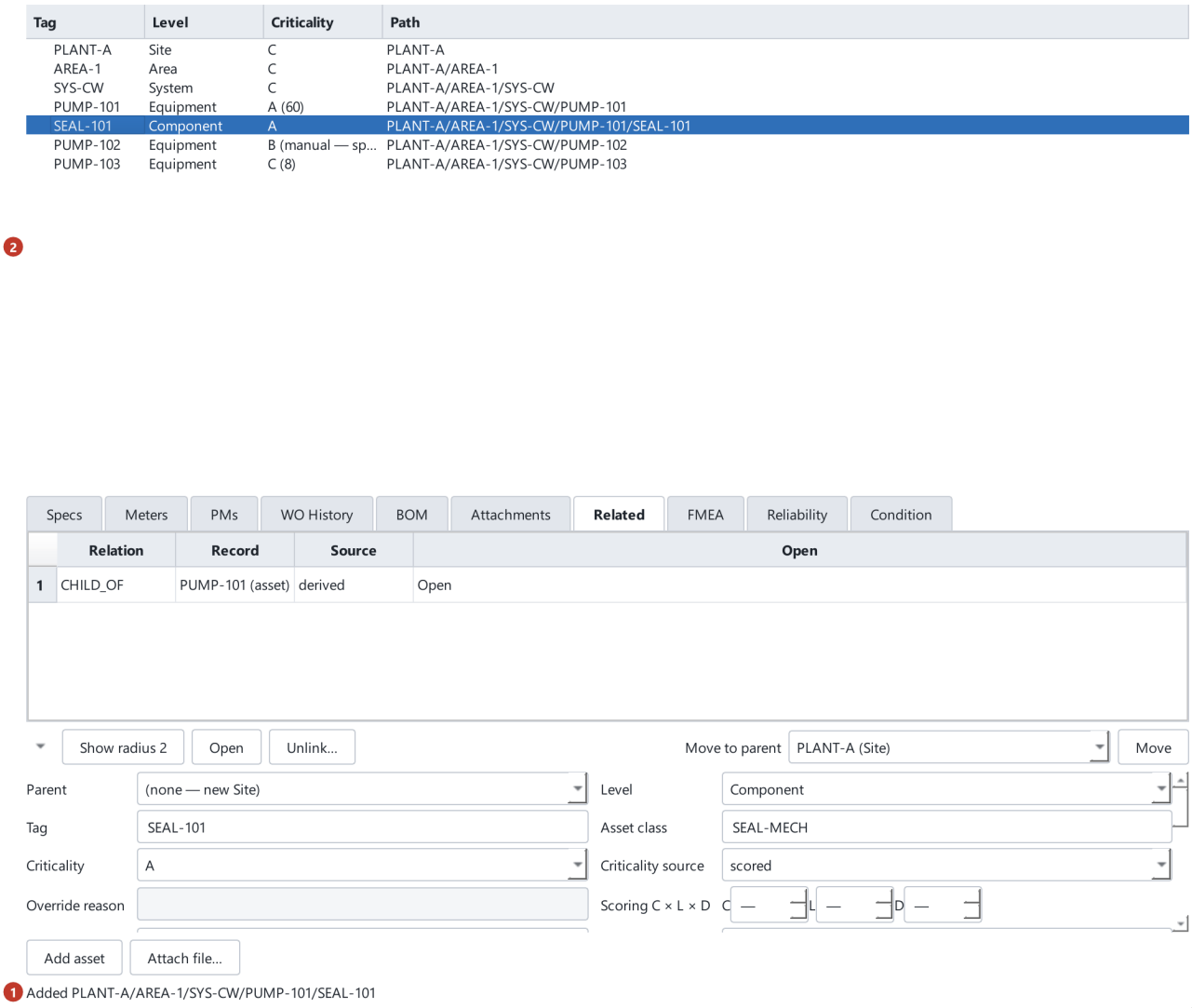


Step 14 — the BOM tab

- ① The tab BOM.

Part 4 — The result, picture by picture

After the seventh Add asset:

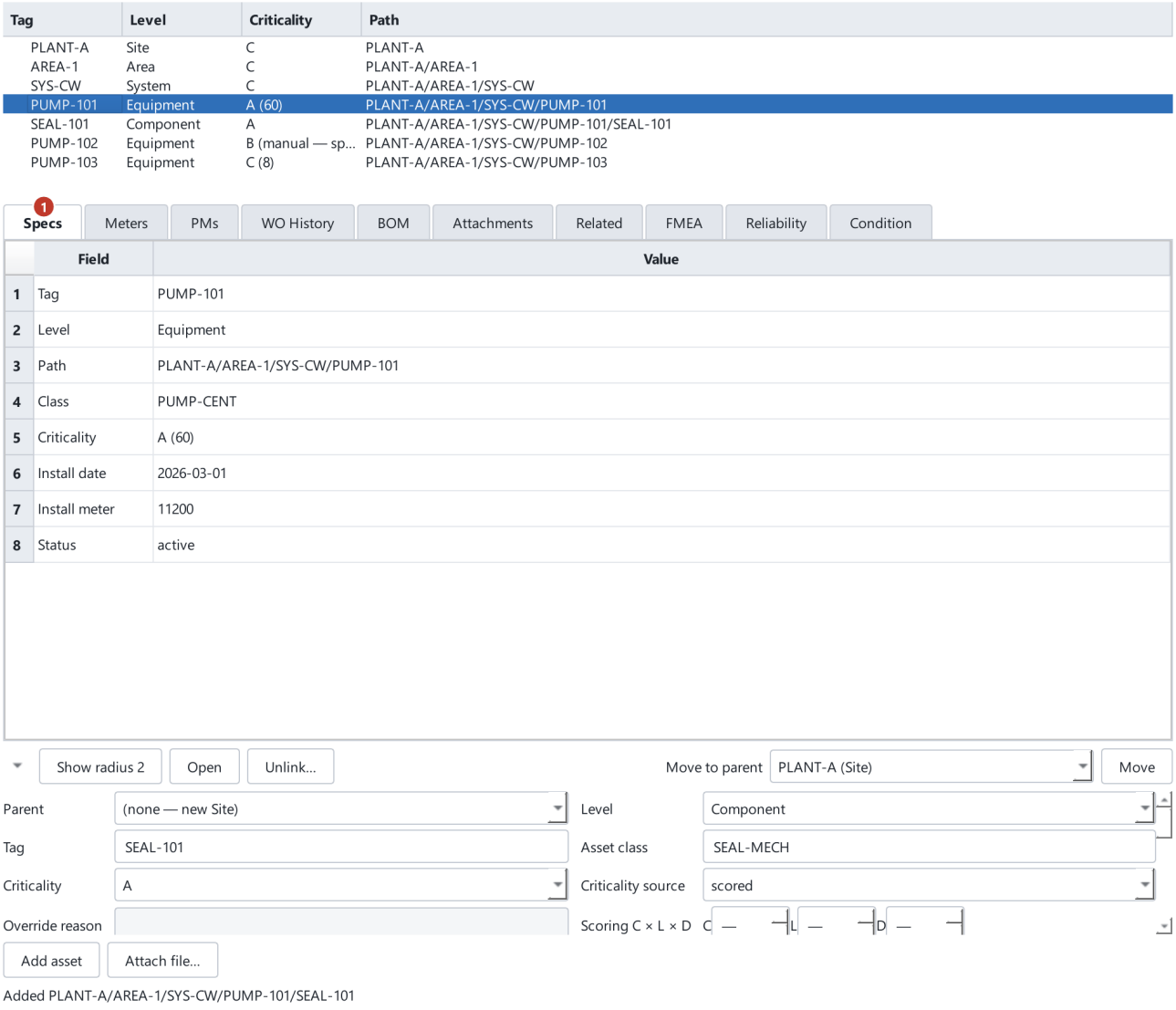


The tree after the seven assets

- ① The message line: Added PLANT-A/AREA-1/SYS-CW/PUMP-101/SEAL-101. Each asset before it was confirmed the same way.
- ② The tree, ordered by path, so SEAL-101 sits directly below its pump. Criticality reads A (60) for PUMP-101, 5 × 4 × 3; C (8) for PUMP-103, 2 × 2 × 2; A for SEAL-101, a letter with no factors; and for PUMP-102 B (manual — spare duty), which the column cuts short until it is widened.

What to decide. Check every path against the plant's drawing before the first work order is raised. A wrong parent is corrected with Move to parent and Move; the tag, level and class cannot be edited after Add asset.

The tab Specs of PUMP-101:

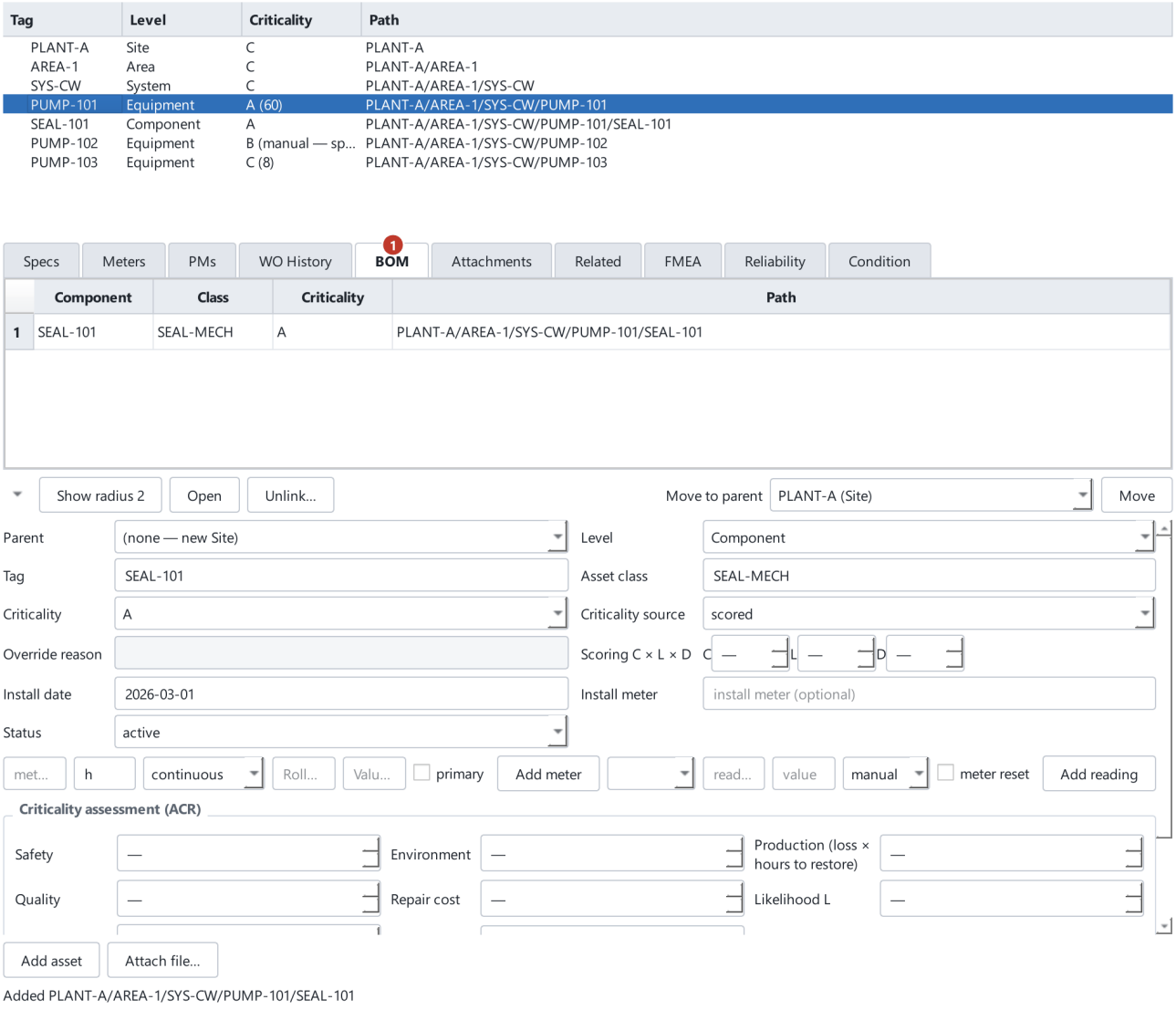


PUMP-101's Specs tab

- ① Path PLANT-A/AREA-1/SYS-CW/PUMP-101; Class PUMP-CENT; Criticality A (60); Install date 2026-03-01; Install meter 11200; Status active.

What to decide. The install meter, 11,200 running hours, is where the pump's time to failure starts counting: confirm it against the counter before the first failure is recorded.

The tab BOM of PUMP-101:



PUMP-101's BOM tab

- ① One row: SEAL-101, SEAL-MECH, A, and its path.

What to decide. Every part of the pump's bill of materials is added as a Component under PUMP-101; a part not listed here is not filed under the pump.

Part 5 — How to interpret the results

Read the path first. It tells you where the asset sits in the plant, and it is the asset's full name in every list and export.

Read the criticality cell with its brackets. A number in brackets is a scored criticality, the product of the three factors. The word manual and a reason mean a judgement someone wrote down. A letter alone has nothing behind it: SEAL-101's A should be scored or assessed, so that the letter can be defended.

The A assets come first in maintenance effort. PUMP-102's B rests on a written judgement: review it when the pump stops being the spare.

Several people may work on one file. When someone else changes an asset after your window read it, ReliaEn refuses your save by name instead of overwriting their change, and shows you the asset as it now is.

Other tabs. Meters is chapter 6.16, Related is explained with chapter 6.14, FMEA with chapter 4.2, Reliability is chapter 6.17 and Condition is chapter 6.16.