# Asset Priority Index (API)

# Training Manual

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API Production URL: https://iiamabqz0max03p.ia.doi.net/api/

API Training URL: https://iiamabqz0max02l.ia.doi.net/api/

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# 1 Asset Priority Index (API)

## 1.1 Introduction

The Asset Priority Index (API) is numerical rating, indicating the importance a structure or location (e.g., building) is to a site. The API application is designed to help Indian Affairs (IA) staff assign APIs to operating locations. APIs are determined through a series of questions in an API Worksheet. Asset Managers will update an operating location's API by answering questions in the API Worksheet. Central Office will then approve or reject the operating location's API. Upon approval of an API score for an operating location, the data will be sent to IA-FMS.

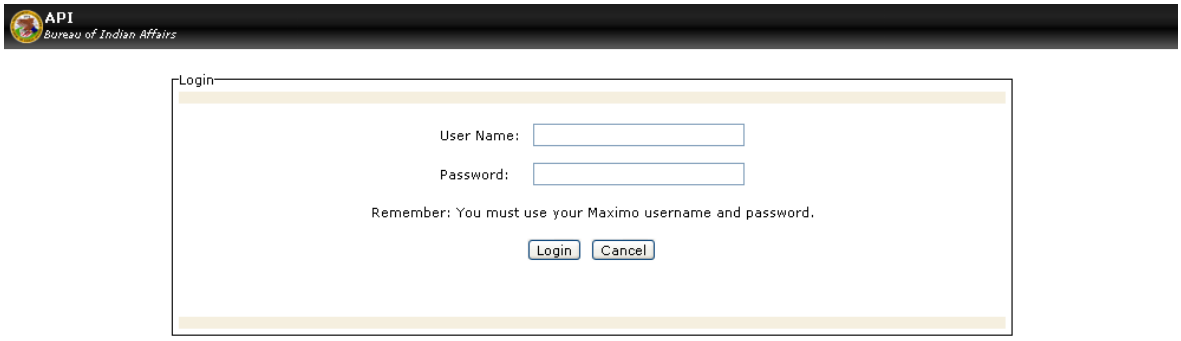
## 1.2 Getting Started

This section explains how to log in to API and the overall structure of the application.

### 1.2.1 Logging in to API

To log in to API:

1. Open your Web browser.
2. Enter the link for API.
3. The API **Login** page will appear, as shown below.




4. Enter your Active Directory user name and password in the **User Name** and **Password** fields. If you do not know your user name and/or password, contact the Help Desk.
5. Click the **Login** button or press **Enter**.
6. If you entered your user name or password incorrectly or if you do not have access to the API application, you will see an error message. Otherwise, you will see the API **Home** page.

### 1.2.2 Understanding User Roles

Every API user is assigned a user role and, if applicable, one or more sites or regions in the BIA User Management Portal (BUMP). API has two user roles for IA staff:

- Users with the **Asset Manager** role are assigned to a site, and sometimes to multiple sites, in BUMP. These users can:
  - Review a location's API
  - Update a location's API by completing the API Worksheet.
- Users with the **Central Office** role are assigned to all regions in BUMP. They can perform the following tasks:
  - Review a location's API
  - Update a location's API by completing the API Worksheet
  - Approve a location's API
  - Reject a location's API.

### 1.2.3 API Title Bar, Menu, and Tab Structure

Every screen in the API application includes two parts: a title bar and a menu bar.

**Title Bar**

The black title bar across the top of the page displays:

- The name of the application on the left side.
- Your name, followed by user ID in parentheses, and your user role, followed by site(s) or region in parentheses when applicable, on the right side. User roles determine the features of API you can use and the data you can access.
- The **Logout** link and timer, also on the right side, where you can see how much time remains before you are automatically logged out of API for inactivity.

**Inactivity Timeout**

Due to IA OCIO security requirements, the API application must log you out after 30 minutes of inactivity. The inactivity timer in the title bar shows how many minutes are left until you will be automatically logged out. When the timer reaches three minutes, you will be prompted to indicate whether you want to remain logged in. The timer is reset to 30 minutes when you use the keyboard or click the mouse within the Web page.

**Menu Bar**

The API menu bar has two main menus to navigate the application, each with a submenu, as shown below.

The table identifies each menu and describes the options on its submenu.

| Menu | Option | Description |
|---|---|---|
| Home | | |
| | Home | Takes you to the **Home** page, which provides a link to the **Location Search and Filter** page. |
| | Logout | Allows you to log out of the API application. |
| Locations | | |
| | Search & Filter | Takes you to the **Location Search and Filter** page, which allows you to search for Locations and their API. Dependent upon the user role, they will be able to calculate, modify, reject, or approve an API for locations. |

## 1.3 Overall API Process

The API application allows Asset Managers to calculate the API and Mission Dependency for a location record by answering a series of questions in the API Worksheet. Central Office will also have the ability answer questions in the API Worksheet, but it is primarily the Asset Manager's responsibility.

All location data in the API application comes directly from IA-FMS.

### 1.3.1 Completing an API Worksheet

The questions in the API Worksheet vary depending on the location's program, such as General Admin, Education, or Law Enforcement.

After the Asset Manager completes the API Worksheet, the API is then reviewed by Central Office. However if an Asset Manager fails to complete an API Worksheet for a location record in the status "API Update Due", "Incomplete", or "Rejected" for 30 days, that record will still be sent to Central Office for review. The current API and Mission Dependency associated with that record in IA-FMS will be used as a default. If the location record does not have an API or the API value is null in IA-FMS, a default API will be assigned.

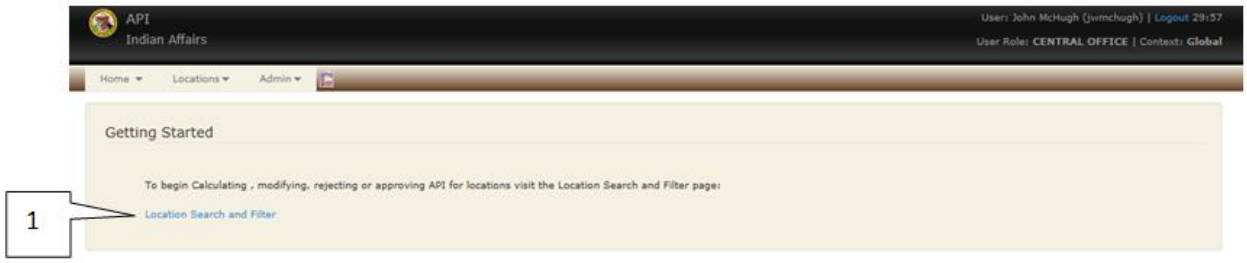
### 1.3.2 Approving an API Worksheet

Central Office will review all location records in the status “Pending CO Approval”. They will either approve or reject the location record. If the location record is approved, the status changes to “Approved” and the updated API and Mission Dependency are sent to IA-FMS. If the location record is rejected, the status changes to “Rejected” and no data is sent to IA-FMS. The location record must go through the API completion process again.

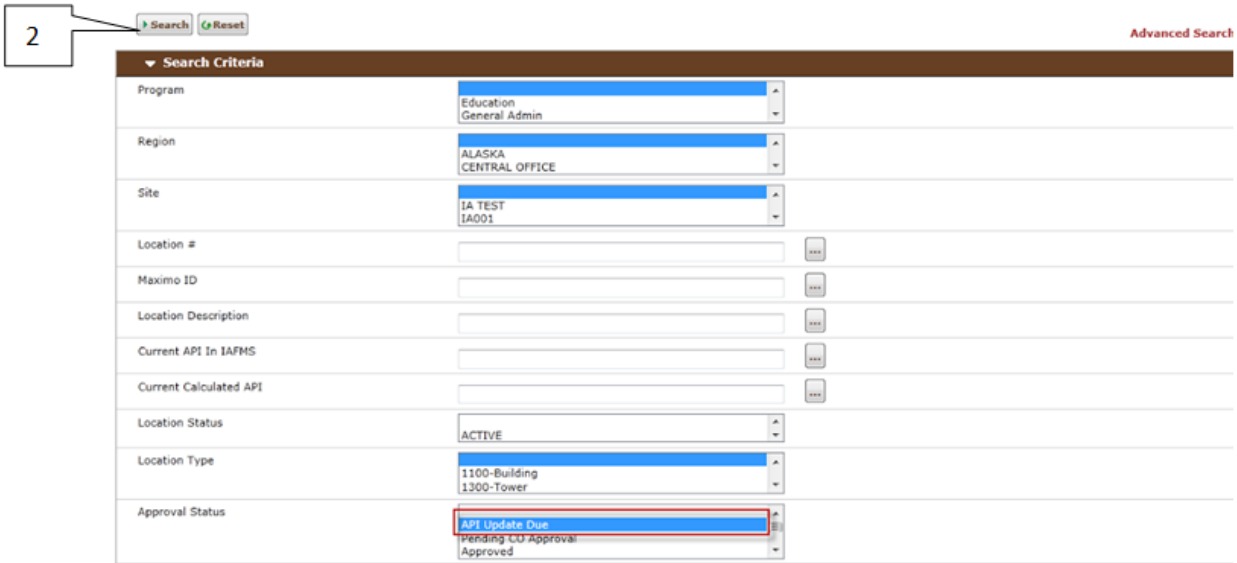
If the Central Office fails to review a location record in the status “Pending CO Approval” for 30 days, the record will be automatically approved by the system. The status will change to “Approved” and the updated API and Mission Dependency are sent to IA-FMS.

## 1.4 Calculating API

1. Login and click on Location Search and Filter.

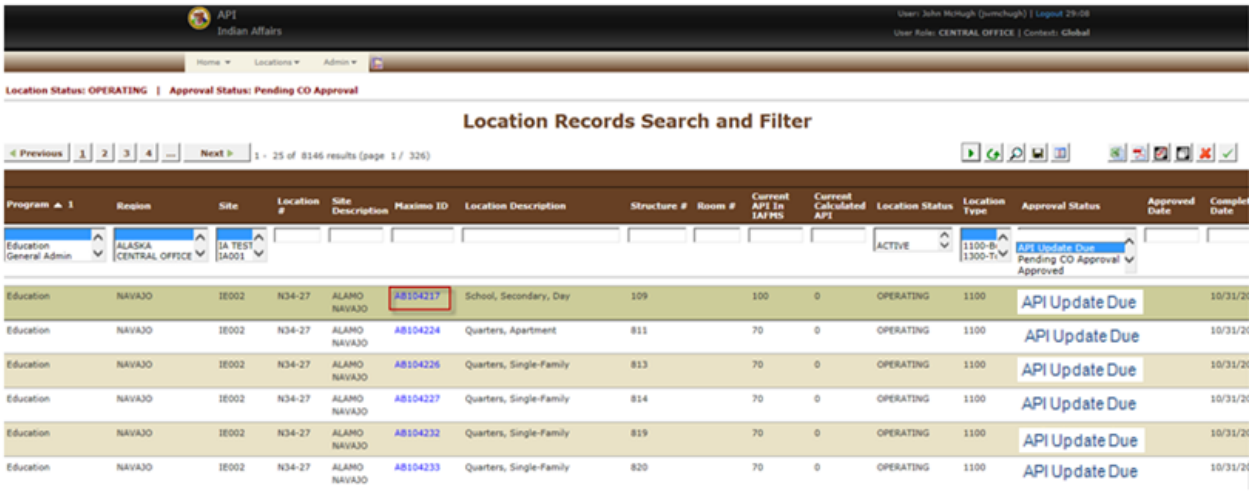



2. From the Location Search and Filter screen, use one or any combination of the search fields to filter for the desired location(s). However, this example casts a wide net, showing the Approval Status set broadly to “API Update Due.” This will return every location record that requires an update to its API. Click the Search button to execute the search.

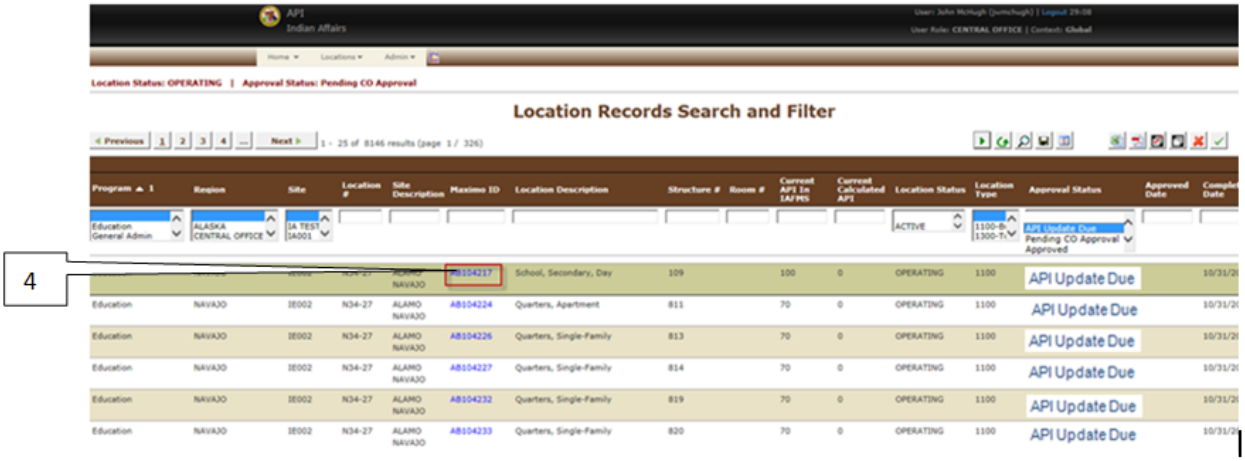


3. From the resulting list of locations, choose the individual location record (Maximo ID) whose API needs to be updated. Note any preexisting API values on the record.

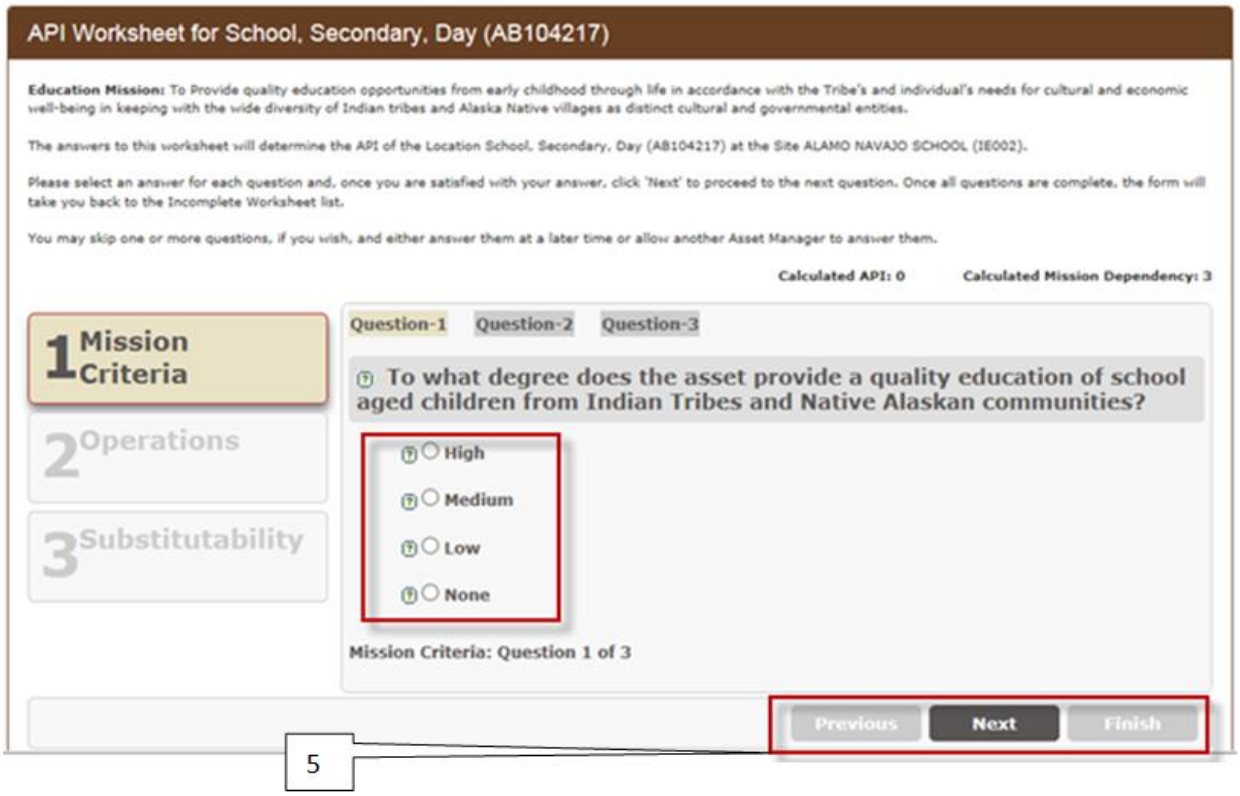
**Note:** The Current Calculated API pertains to the API calculated prior to Central Office approval; the Current API in IA-FMS pertains to the API after Central Office approval, existing in IA-FMS (Maximo).




4. Click on the Maximo ID to begin calculating the location's API.




5. Answer all the questions within the Mission Criteria, Operations, and Substitutability sections. Click the Next button to move from one page to the next. Click the Finish button when the questions have been completed and the API calculated is ready for approval.



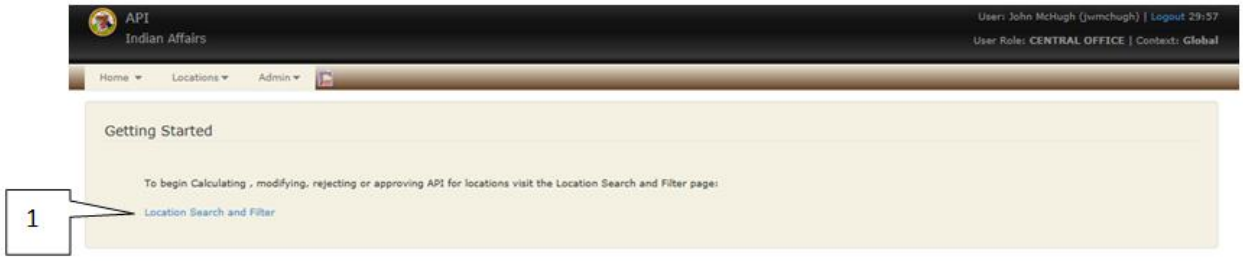

6. At this point, the API has been calculated and submitted; the role of the Asset Manager (the primary role for updating the API) is complete. Central Office personnel may now approve or reject the submitted API.

**Note:** The API application's functionality allows both the Central Office and the Asset Manager to calculate the API. Therefore, if necessary, Central Office personnel can assume full responsibility for this process (updating, approving, rejecting API) from start to finish.

## 1.5 Approving/Rejecting API

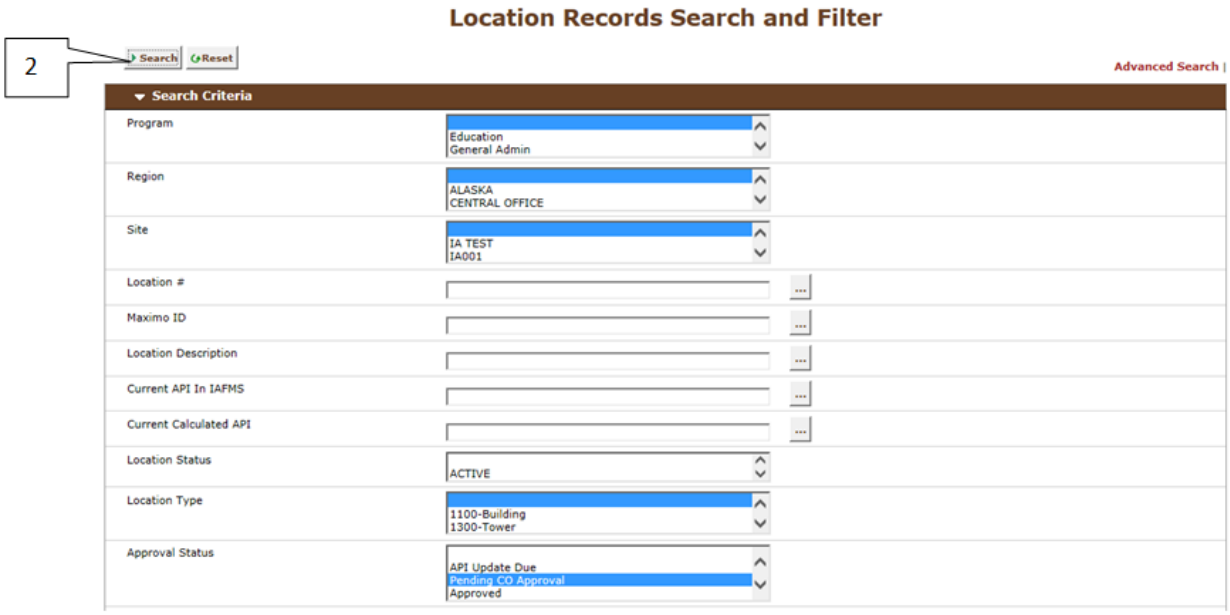
1. Login and click on Location Search and Filter

**Note:** Skip to Step 3 if the user is already logged in and viewing the *Location Search and Filter* screen.



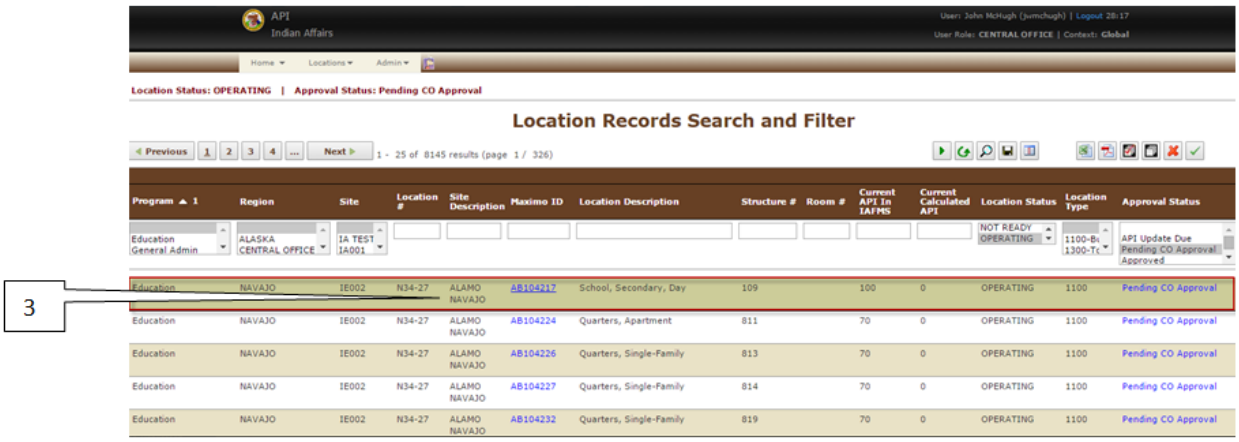
2. From the *Location Search and Filter* screen, use one or any combination of the search fields to filter for the desired location(s). Click the Search button to execute the search.

**Note:** The Approval Status field defaults to "Pending CO Approval."

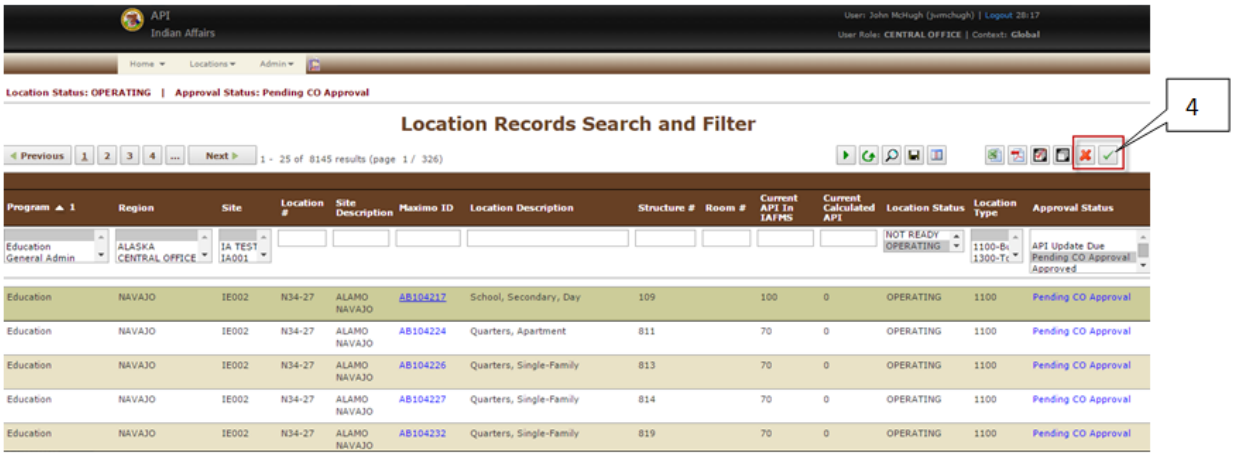



3. Click on the row(s) in the result set to be either approved or rejected.

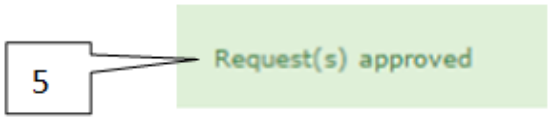
**Note:** A highlighted row indicates the row has been selected and may therefore be approved or rejected.




4. Click either the Approve or Reject button to approve or reject the selected location's API.

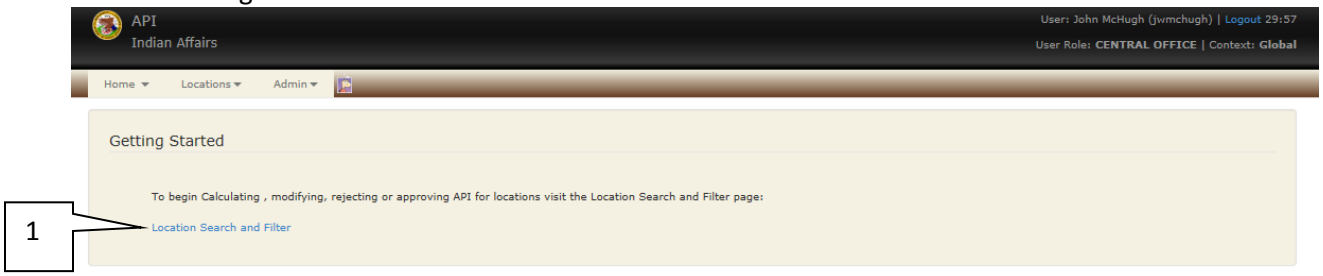



5. The location's API has been approved as indicated by the system message in the upper left-hand corner of the screen.

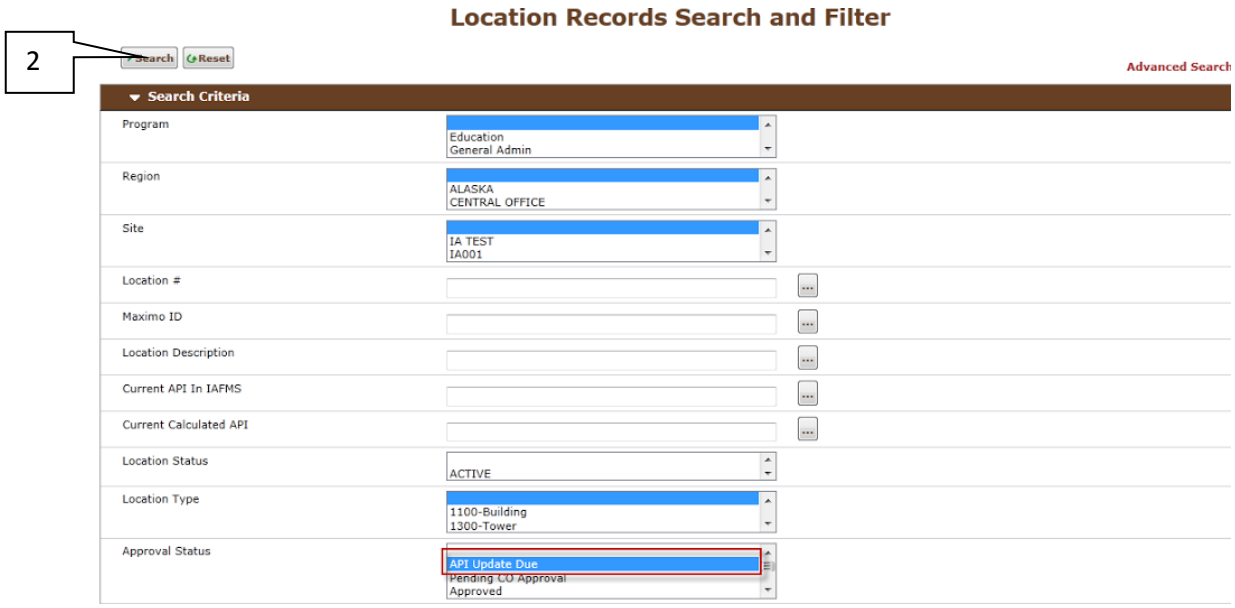


## 1.6 Exercise #1- Calculating API

1. Login and click on Location Search and Filter.




2. From the Location Search and Filter screen, you may use one or any combination of the search fields to filter for the desired location(s). However, for the purposes of this exercise, set the Approval Status to "API Update Due" and click the Search button to execute the search.




3. From the resulting list of locations, choose any individual location record (Maximo ID) to work with, and write down the following for it:

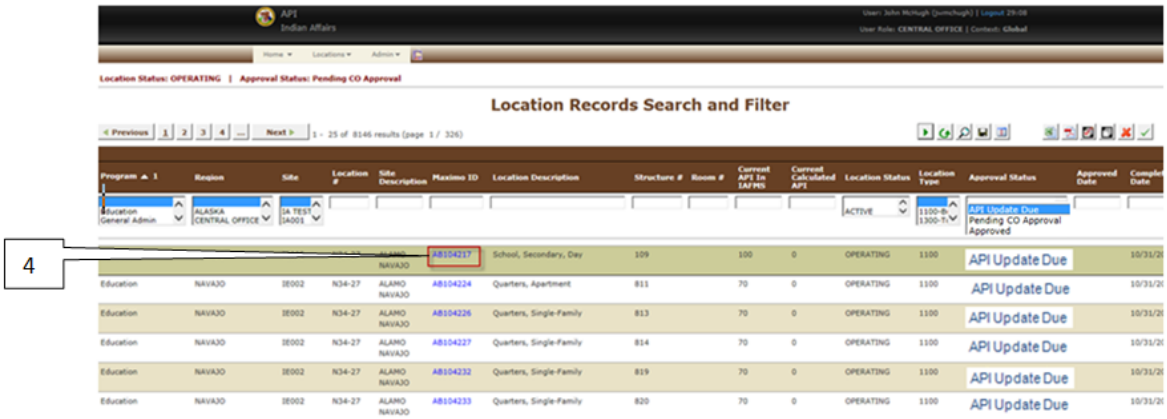
Maximo ID: _____

Current API in IA-FMS: _____

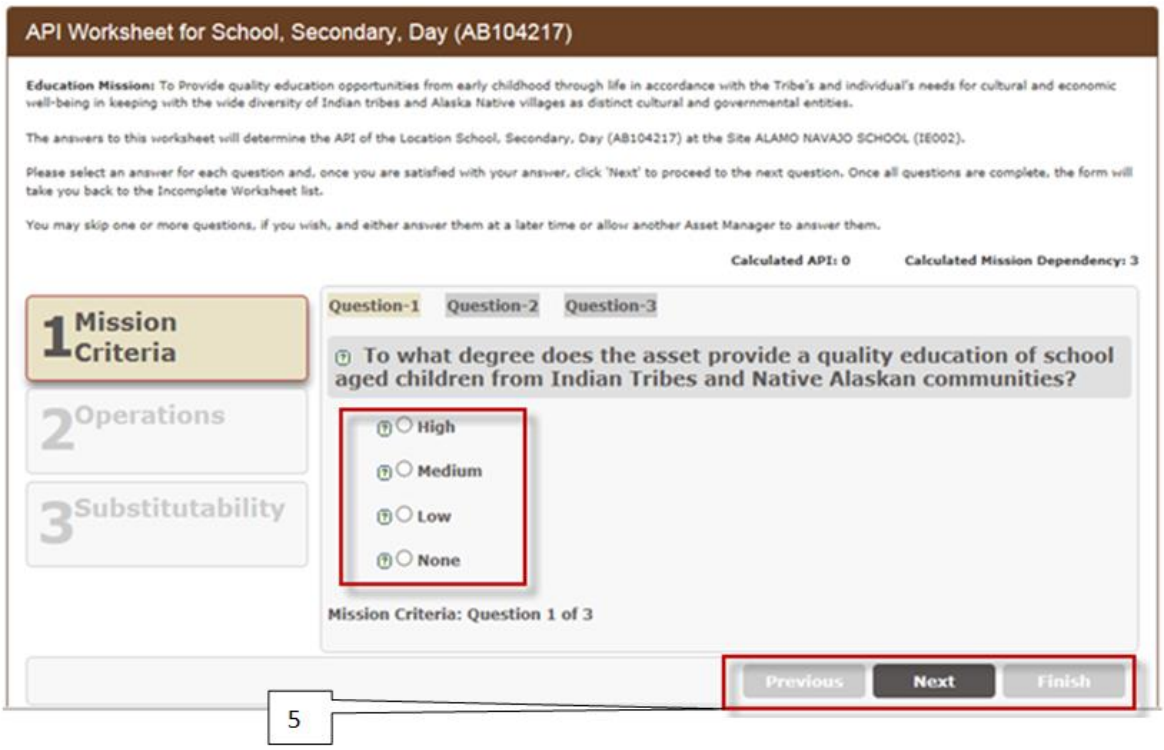
Current Calculated API: _____

Approval Status: _____

4. Click on the Maximo ID to begin calculating the location's API.




5. Answer all the questions within the Mission Criteria, Operations, and Substitutability sections. Click the Next button to move from one page to the next. Click the Finish button when ready to submit.

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