

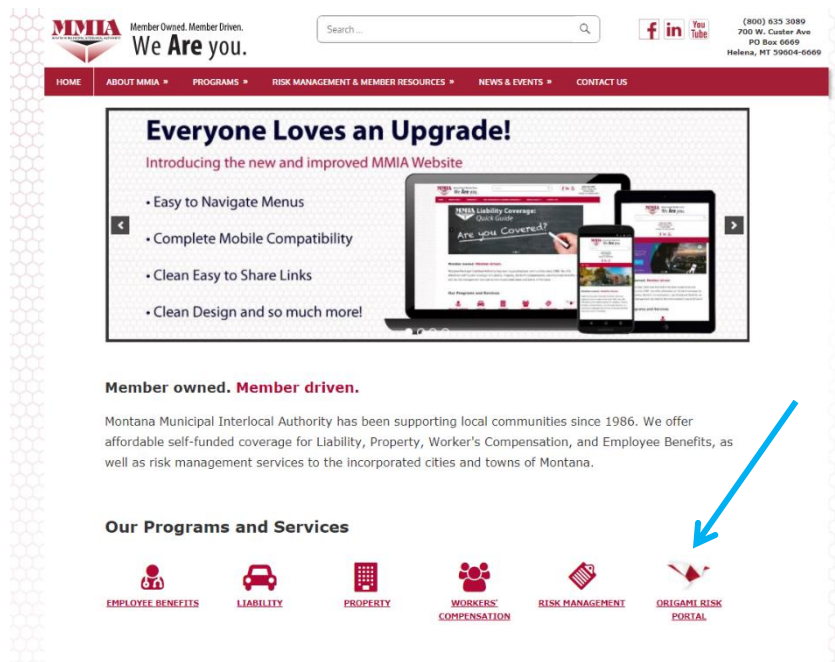


Viewing Property Asset Data in Origami

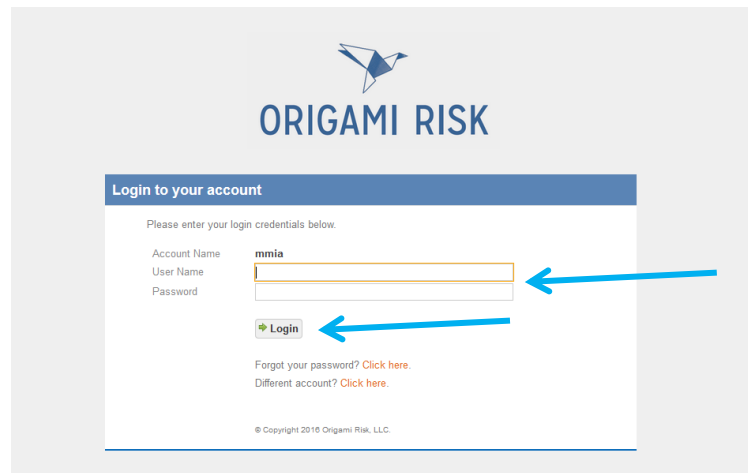
Logging In

If this is your first time logging in to the Origami Risk Portal, please see the [first time log in instructions](#). Otherwise, follow the instructions below.

- 1) Go to the MMIA website at: mmia.net
- 2) Click on the Origami Risk Portal Icon



- 3) Enter your user name (email address) and your password, then select the “Login” button.





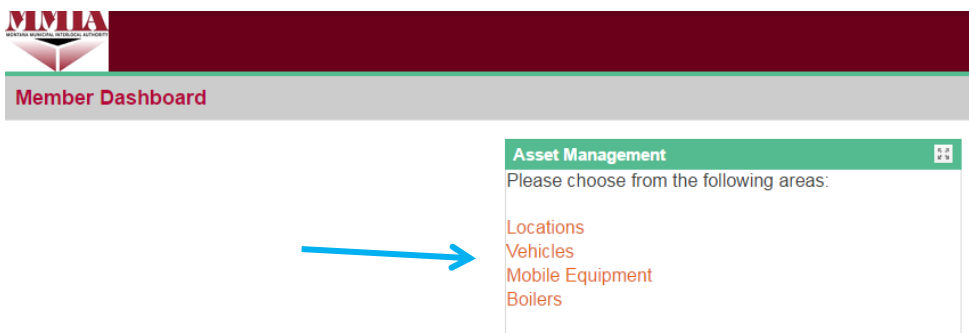
Viewing Property Asset Data in Origami

Property Data

The Asset Management widget allows you to view and make changes to your buildings, vehicles, mobile equipment, and boilers.

Viewing Asset Data

- 1) Select the link for the asset category (i.e. vehicles, mobile equipment, boilers, locations) you would like to view from the Asset Management widget on the dashboard.



- 2) The display will default to the “Active” view for the asset category, displaying only those assets that are currently in active status (with coverage). If you need to see all assets, including those that have been deactivated (without coverage), select the “All” view link on the right hand menu (i.e. All Vehicles, All Locations, etc.). If you do not need to see all assets, proceed to step 3.

Vehicle Views All Views

All Vehicles ←

Active Vehicles

Inactive Vehicles

Filter By Advanced Search

Location

Make

Model

VIN

Description

Member #

Alt. tag #

MMIA #

Status

Location Views All Views

All Locations ←

Active Locations

Area by site

View for zero dollar value reports

Inactive Locations

Filter By Advanced Search

Name

Street 1

Territory

(Text)

Member #

Alt. tag #

MMIA #

Is Active

Entry Date to

Mobile Equipment Views All Views

All Mobile Equipment ←

Active Mobile Equipment

Missing Required Fields

Inactive Mobile Equipment

Filter By Advanced Search

Territory

Mfr

Model

Serial

Description

Member #

Alt. tag #

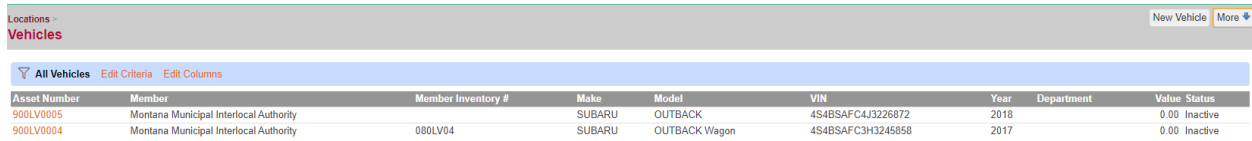
MMIA #

Status



Viewing Property Asset Data in Origami

- 3) When viewing a list of assets, you can export the list to Excel by selecting the “More” button, and then selecting Export to Excel from the menu. This export can be done for each asset category.



Locations - Vehicles New Vehicle More

All Vehicles Edit Criteria Edit Columns

Asset Number	Member	Member Inventory #	Make	Model	VIN	Year	Department	Value	Status
900LV0005	Montana Municipal Interlocal Authority		SUBARU	OUTBACK	4S4BSAFC4J3226872	2018		0.00	Inactive
900LV0004	Montana Municipal Interlocal Authority	080LV04	SUBARU	OUTBACK Wagon	4S4BSAFC3H3245858	2017		0.00	Inactive

