

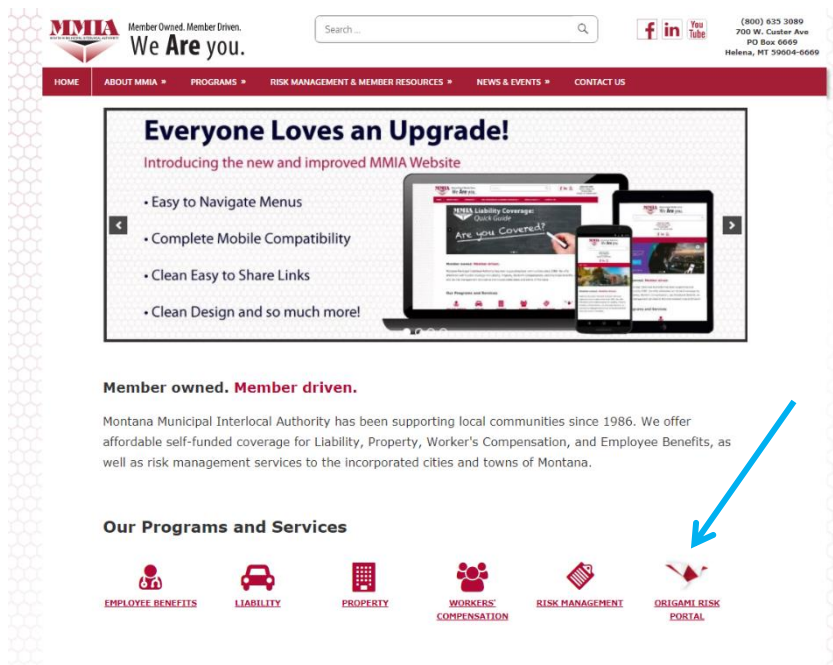


How to Add an Asset in Origami

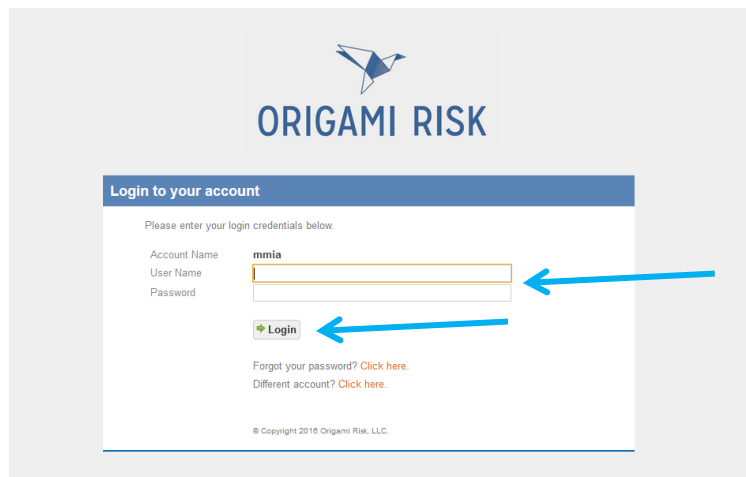
Logging In

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.





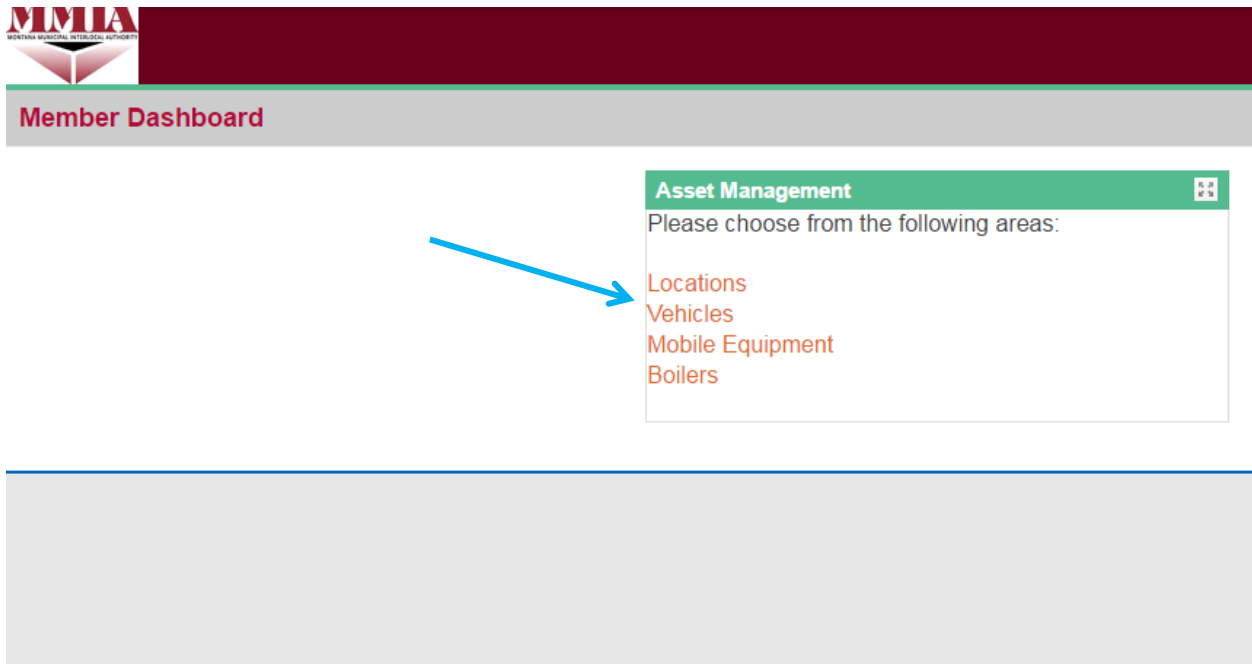
How to Add an Asset in Origami

Updating Property Data

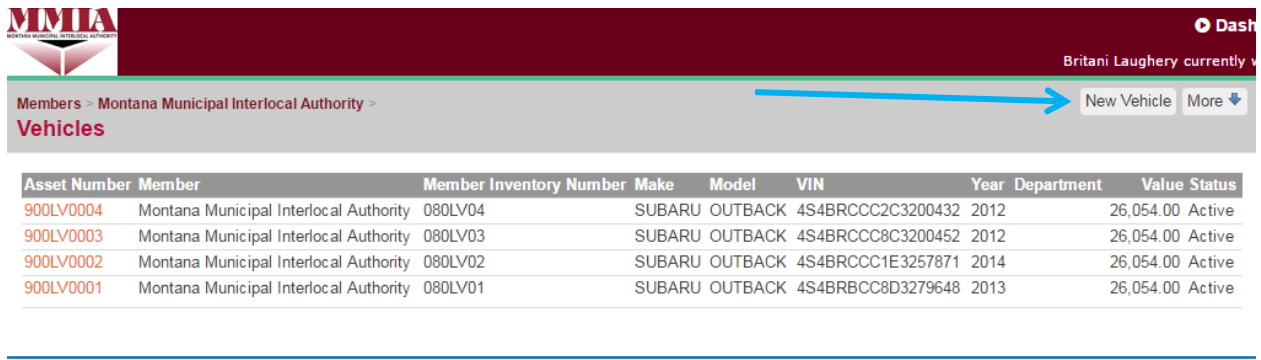
The Asset Management widget allows you to view and make changes to your buildings, vehicles, mobile equipment, and boilers.

Adding an Asset

- 1) From the Dashboard Page, select the asset category (i.e. vehicles, mobile equipment, boilers, locations) you would like to update.



- 2) Select the “New” button. In the example below, it is the “New Vehicle” button.





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- 3) At a minimum, the required fields with the red asterisk must be completed in order to add the new asset. Once the information has been entered, select the “Save Changes” Button.

MMIA Montana Municipal Interlocal Authority

Dashboards **Property** **Admin**

Britani Laughery currently working in MMIA Search Help

New Vehicle

Save Changes

Member	Montana Municipal Interlocal Authority	Member Inventory Number	<input type="text"/>
Location	<input type="text"/>	Alternate Tag	<input type="text"/>
Make*	<input type="text"/>	Description	<input type="text"/>
Model*	<input type="text"/>	Condition	<input type="text"/>
Year*	<input type="text"/>	Is Leased?	<input type="text"/>
VIN*	<input type="text"/>	Purchase Date	<input type="text"/>
Class*	<input type="text"/>	Purchase Price	<input type="text"/>
Valuation Source*	<input type="text"/>		
Value*	<input type="text"/>		
Color	<input type="text"/>		
Department	<input type="text"/>		
Status	Active		
Active Date	07/07/2016		
Inactive Date	Set inactive first		

Registration Details

Registered State	<input type="text"/>
Tag Number	<input type="text"/>
Title Date	<input type="text"/>
Title Number	<input type="text"/>
Registration Expiration	<input type="text"/>
Registration Class	<input type="text"/>
Weight	<input type="text"/>
Notes	<input type="text"/>