

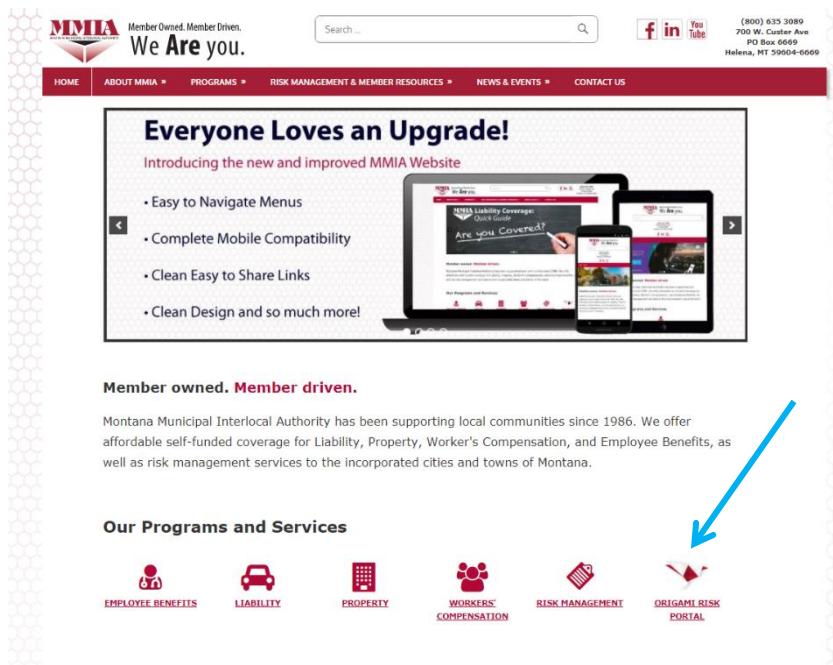


# How to Deactivate an Asset in Origami

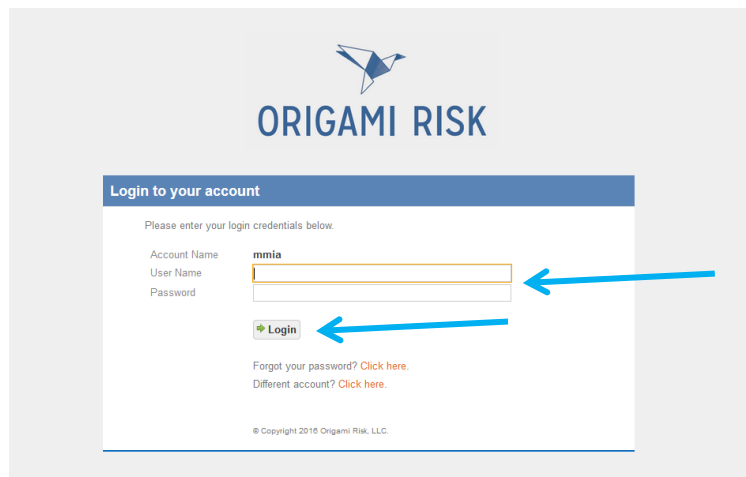
## Logging In

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](http://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.





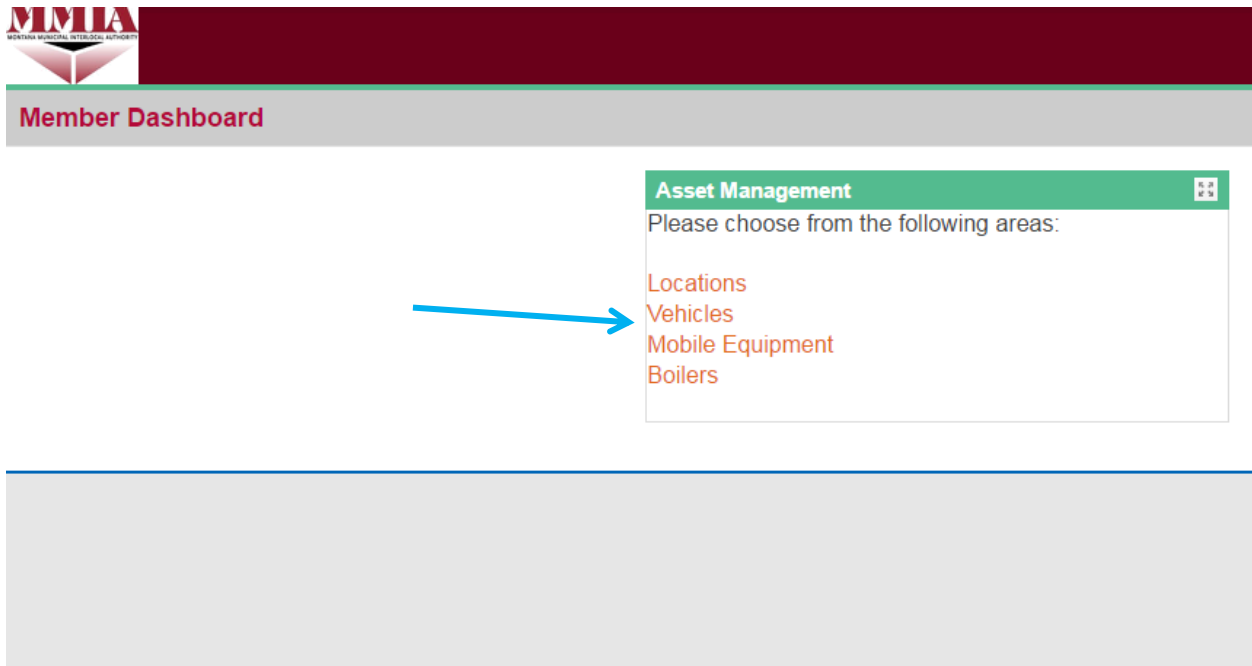
# How to Deactivate an Asset in Origami

## Updating Property Data

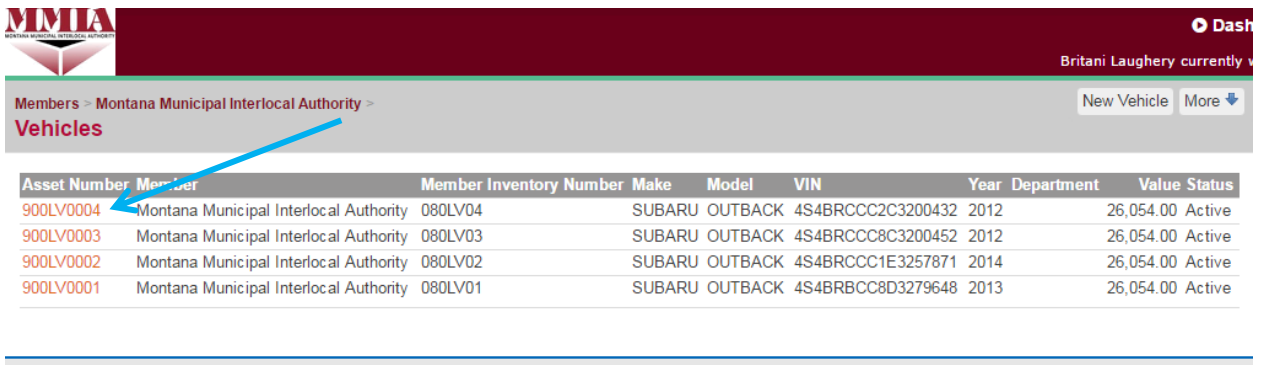
The Asset Management widget allows you to view and make changes to your buildings, vehicles, mobile equipment, and boilers.

### Deactivating an Asset

- 1) Select the link for the asset category (i.e. vehicles, mobile equipment, boilers, locations) you would like to update.



- 2) Select the asset to be deactivated from the list provided for the category you've selected. In the example below, vehicles are demonstrated.





# How to Deactivate an Asset in Origami

- 3) Select the “Edit” button for the asset you’ve selected. In this example, it is the “Edit Vehicle” button.

The screenshot shows the MMIA system interface. At the top left is the MMIA logo. The top right shows the user 'Britani Laughery' and the text 'currently'. Below the header, there is a breadcrumb trail 'Locations > Vehicles >' and the vehicle title '900LV0004: 2012 SUBARU OUTBACK'. To the right of the title are two buttons: 'Edit Vehicle' and 'More'. A blue arrow points to the 'Edit Vehicle' button. Below the title, there is a table of vehicle details:

Vehicle Number	900LV0004	Member Inventory Number	080LV04
Member	Montana Municipal Interlocal Authority	Alternate Tag	080LV04
Make	SUBARU	Description	PASSENGER CAR
Model	OUTBACK	Condition	Good
Year	2012	Is Leased?	No
VIN	4S4BRCCC2C3200432		
Class	Passenger Car		
Valuation Source	Replacement Cost		
Value	26,054.00		
Color	RED		
Active Date	07/01/2014		

At the bottom of the details section, there is a link 'Full Details' with a downward arrow icon.



# How to Deactivate an Asset in Origami

- 4) a) For vehicles and mobile equipment, use the drop down menu, to change the Status Field to "Inactive".

MMIA DASHBOARDS Property Admin  
Britani Laughery currently working in MMIA Search Help

900LV0004: 2012 SUBARU OUTBACK Save Changes

Vehicle Number	900LV0004	Member Inventory Number	080LV04
Member	Montana Municipal Interlocal Authority	Alternate Tag	080LV04
Location	<input type="text"/>	Description	PASSENGER CAR
Make*	SUBARU	Condition	Good
Model*	OUTBACK	Is Leased?	No
Year*	2012	Purchase Date	<input type="text"/>
VIN*	4S4BRCCC2C3200432	Purchase Price	<input type="text"/>
Class*	Passenger Car		
Valuation Source*	Replacement Cost		
Value*	26,054.00		
Color	RED		
Department	<input type="text"/>		
Status	Inactive		
Active Date	07/01/2014		
Inactive Date	07/07/2016		

- b) For Locations (buildings), enter the inactive date.

MMIA DASHBOARDS Property Admin  
Britani Laughery currently working in MMIA Search Help

MMIA ANNEX OFFICE SPACE Save Changes

Organization Structure  
Where does this location belong in the organization hierarchy?  
Default Location: 900 - SOUTH BUILDING - 700 C  
Hierarchy

Location

Location Number*	900BLD0003	Member Inv #	080101A
Member	Montana Municipal Interlocal Authority	Alternate Tag	080101A
Name*	MMIA ANNEX OFFICE SPACE	Frame Type*	D - ALL COMB (WOOD FRA
Number Of Floors*	1	Year Built*	1996
Building Area*	9,012.00 sq. ft.	Flood Zone*	Zone C
Valuation Source*	Replacement Cost		
Building Value*	1,220,800.00		
Contents Value*	30,000.00		

Address

Street 1*	700 CUSTER AVE	Latitude	46.61682350
Street 2	<input type="text"/>	Longitude	-112.03089390
City*	HELENA	Geocode	<input type="text"/>
State*	Montana		
Postal*	59602		

Location Details

Building Description	MMIA ANNEX OFFICE SPACE	Last Inventory Date	07/01/2014
Active Date	01/01/1996	Inspected By	MMIA
Inactive Date	<input type="text"/>	Elevation	<input type="text"/>
Department	<input type="text"/>	Notes	<input type="text"/>
Person Responsible	<input type="text"/>		
Property Condition	Good		



# How to Deactivate an Asset in Origami

5) Enter a note as to why the asset has been deactivated.

## Vehicle Example

**MMIA** Dashboards Property Admin  
Britani Laughery currently working in MMIA Search Help

**900LV0004: 2012 SUBARU OUTBACK** Save Changes

Vehicle Number	900LV0004	Member Inventory Number	080LV04
Member	Montana Municipal Interlocal Authority	Alternate Tag	080LV04
Location		Description	PASSENGER CAR
Make *	SUBARU	Condition	Good
Model *	OUTBACK	Is Leased?	No
Year *	2012	Purchase Date	
VIN *	4S4BRCCC2C3200432	Purchase Price	
Class *	Passenger Car		
Valuation Source *	Replacement Cost		
Value *	26,054.00		
Color	RED		
Department			
Status	Active		
Active Date	07/01/2014		
Inactive Date	Set inactive first		

**Registration Details**

Registered State	
Tag Number	
Title Date	
Title Number	H
Registration Expiration	
Registration Class	
Weight	
Notes	

## Location Example

**MMIA** Dashboards Property Admin  
Britani Laughery currently working in MMIA Search Help

**MMIA ANNEX OFFICE SPACE** Save Changes

**Organization Structure**  
Where does this location belong in the organization hierarchy?  
Default Location: 900 - SOUTH BUILDING - 700 C  
Hierarchy:

**Location**

Location Number *	900BLD0003	Member Inv #	080101A
Member	Montana Municipal Interlocal Authority	Alternate Tag	080101A
Name *	MMIA ANNEX OFFICE SPACE	Frame Type *	D - ALL COMB (WOOD FRA
Number Of Floors *	1	Year Built *	1996
Building Area *	9,012.00 sq. ft.	Flood Zone *	Zone C
Valuation Source *	Replacement Cost		
Building Value *	1,220,800.00		
Contents Value *	30,000.00		

**Address**

Street 1 *	700 CUSTER AVE	Latitude	46.61082350
Street 2		Longitude	-112.03093900
City *	HELENA	Geocode	
State *	Montana		
Postal *	59602		

**Location Details**

Building Description	MMIA ANNEX OFFICE SPACE	Last Inventory Date	07/01/2014
Active Date	01/01/1996	Inspected By	MMIA
Inactive Date		Elevation	
Department		Notes	
Person Responsible			
Property Condition	Good		



# How to Deactivate an Asset in Origami

6) Select the "Save Changes" button.

## Vehicle Example

**900LV0004: 2012 SUBARU OUTBACK** Save Changes or Cancel

Vehicle Number	900LV0004	Member Inventory Number	080LV04
Member	Montana Municipal Interlocal Authority	Alternate Tag	080LV04
Location		Description	PASSENGER CAR
Make*	SUBARU	Condition	Good
Model*	OUTBACK	Is Leased?	No
Year*	2012	Purchase Date	
VIN*	4S4BRCCC2C3200432	Purchase Price	
Class*	Passenger Car		
Valuation Source*	Replacement Cost		
Value*	26,054.00		
Color	RED		
Department			
Status	Inactive		
Active Date	07/01/2014		
Inactive Date	07/07/2016		

## Location Example

**MMIA ANNEX OFFICE SPACE** Save Changes

Organization Structure  
Where does this location belong in the organization hierarchy?  
Default Location: 000 - SOUTH BUILDING - 700 CU

Location

Location Number*	900BLD0003	Member Inv #	080101A
Member	Montana Municipal Interlocal Authority	Alternate Tag	080101A
Name*	MMIA ANNEX OFFICE SPACE	Frame Type*	D - ALL COME (WOOD FRA)
Number Of Floors*	1	Year Built*	1998
Building Area*	9,012.00 sq. ft.	Flood Zone*	Zone C
Valuation Source*	Replacement Cost		
Building Value*	1,220,800.00		
Contents Value*	30,000.00		

Address

Street 1*	700 CUSTER AVE	Latitude	48.81822350
Street 2		Longitude	-112.03089390
City*	HELENA	Geocode	
State*	Montana		
Postal*	59602		

Location Details

Building Description	MMIA ANNEX OFFICE SPACE	Last Inventory Date	07/01/2014
Active Date	01/01/1998	Inspected By	MMIA
Inactive Date		Elevation	
Department		Notes	
Person Responsible			
Property Condition	Good		