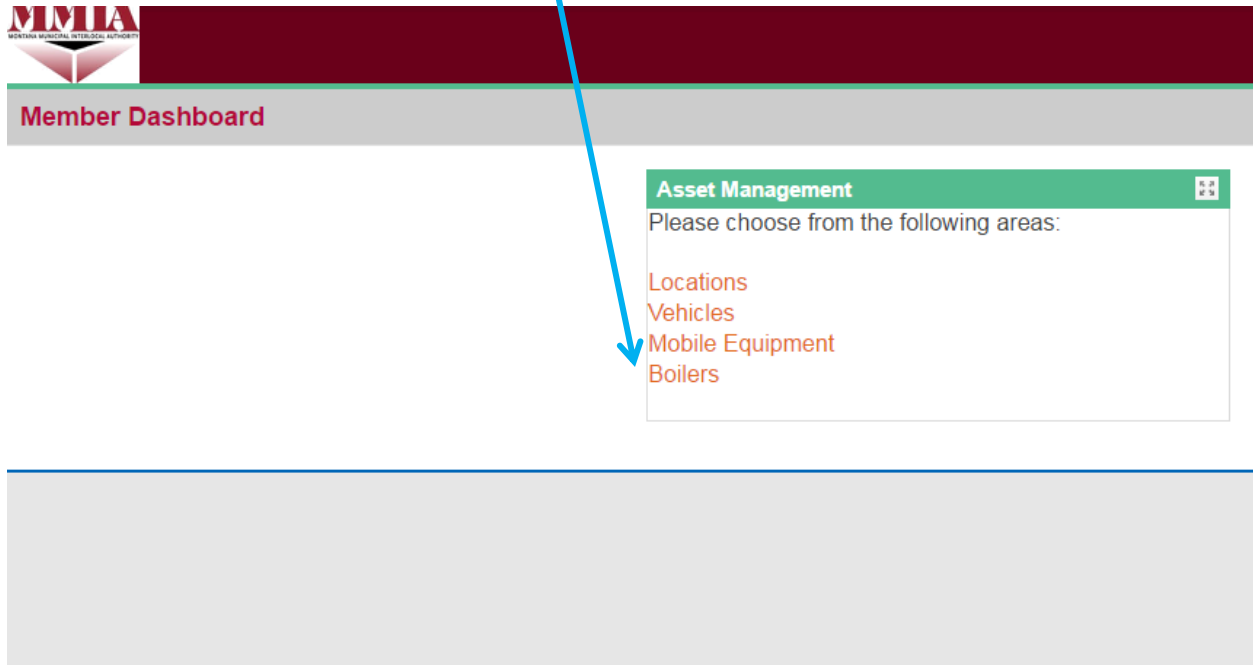


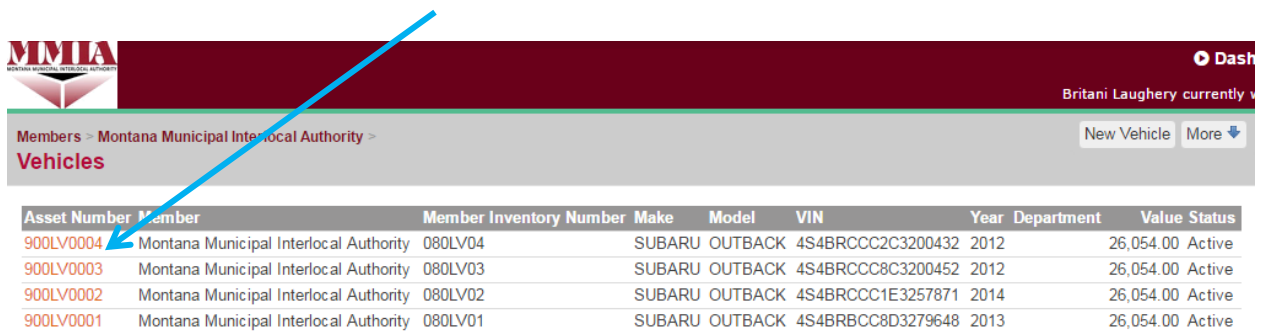
## How to Deactivate an Asset in Origami

- 1) Log in to Origami via the MMIA website.
- 2) From the Dashboard Page, select the asset category (i.e. vehicles, mobile equipment, boilers, locations) you would like to update.



The screenshot shows the MMIA Member Dashboard. At the top left is the MMIA logo. Below it is a dark red header bar. Underneath is a grey bar with the text "Member Dashboard". To the right, there is a green box titled "Asset Management" with a close button. Below the title, it says "Please choose from the following areas:" followed by a list of categories: "Locations", "Vehicles", "Mobile Equipment", and "Boilers". A blue arrow points from the second step of the instructions to the "Vehicles" link.

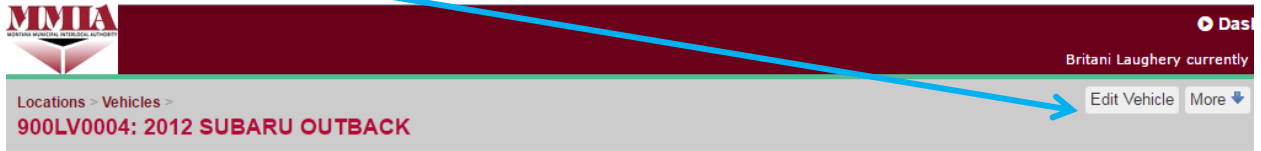
- 3) Select the asset to be deactivated from the list provided for the category you've selected. In the example below, vehicles are demonstrated.



The screenshot shows the MMIA Vehicles page. At the top left is the MMIA logo. Below it is a dark red header bar. Underneath is a grey bar with the text "Members > Montana Municipal Interlocal Authority >". To the right of this bar is the text "Britani Laughery currently v" and a "Dash" button. Below the grey bar is a red bar with the text "Vehicles". To the right of this bar are buttons for "New Vehicle" and "More". Below the red bar is a table with the following columns: "Asset Number", "Member", "Member Inventory Number", "Make", "Model", "VIN", "Year", "Department", "Value", and "Status". The table contains four rows of data. A blue arrow points from the third step of the instructions to the first row of the table.

Asset Number	Member	Member Inventory Number	Make	Model	VIN	Year	Department	Value	Status
900LV0004	Montana Municipal Interlocal Authority	080LV04	SUBARU	OUTBACK	4S4BRCCC2C3200432	2012		26,054.00	Active
900LV0003	Montana Municipal Interlocal Authority	080LV03	SUBARU	OUTBACK	4S4BRCCC8C3200452	2012		26,054.00	Active
900LV0002	Montana Municipal Interlocal Authority	080LV02	SUBARU	OUTBACK	4S4BRCCC1E3257871	2014		26,054.00	Active
900LV0001	Montana Municipal Interlocal Authority	080LV01	SUBARU	OUTBACK	4S4BRBCC8D3279648	2013		26,054.00	Active

4) Select the "Edit" button for the asset you've selected. In this example, it is the "Edit Vehicle" button.



The screenshot shows a web application header with the MMIA logo on the left and a user profile 'Britani Laughery currently' on the right. Below the header is a breadcrumb trail 'Locations > Vehicles >' and a title '900LV0004: 2012 SUBARU OUTBACK'. To the right of the title are two buttons: 'Edit Vehicle' and 'More' with a dropdown arrow. A blue arrow points from the text above to the 'Edit Vehicle' button.

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		

[Full Details](#)

- 5) 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.

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**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: Montana Municipal Interlocal Authority  
 Name\*: MMIA ANNEX OFFICE SPACE  
 Number Of Floors\*: 1  
 Building Area\*: 9,012.00 sq. ft.  
 Valuation Source\*: Replacement Cost  
 Building Value\*: 1,220,800.00  
 Contents Value\*: 30,000.00

Member Inv #\*: 080101A  
 Alternate Tag: 080101A  
 Frame Type\*: D - ALL COMB (WOOD FRA  
 Year Built\*: 1998  
 Flood Zone\*: Zone C

Address  
 Street 1\*: 700 CUSTER AVE  
 Street 2\*:   
 City\*: HELENA  
 State\*: Montana  
 Postal\*: 59602  
 Latitude: 46.61682390  
 Longitude: -112.0309390  
 Geocode:

Location Details  
 Building Description: MMIA ANNEX OFFICE SPACE  
 Active Date: 01/01/1990  
 Inactive Date:   
 Department:   
 Person Responsible:   
 Property Condition: Good  
 Last Inventory Date: 07/01/2014  
 Inspected By: MMIA  
 Elevation:   
 Notes:

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

**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	

**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:

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**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*	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	46.61682390
Street 2		Longitude	-112.0309390
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		

7) Select the "Save Changes" button.

**MMIA** Dashboards Property Admin  
Brian Laughtery currently working in MMIA Search Help Sign Out

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

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		

**MMIA** Dashboards Property Admin  
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**MMIA ANNEX OFFICE SPACE** Save Changes

**Organization Structure**

Where does this location belong in the organization hierarchy?

Default Location Hierarchy  
000 - SOUTH BUILDING - 700 CUSTER AVE

**Location**

Location Number *	000BLD0003	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 *	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	48.01882350
Street 2	<input type="text"/>	Longitude	-112.03096990
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	01/01/1998	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		