CAIS Help Desk Common Topics

CAS/CAIS USER GROUP MEETING

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Custom RPV

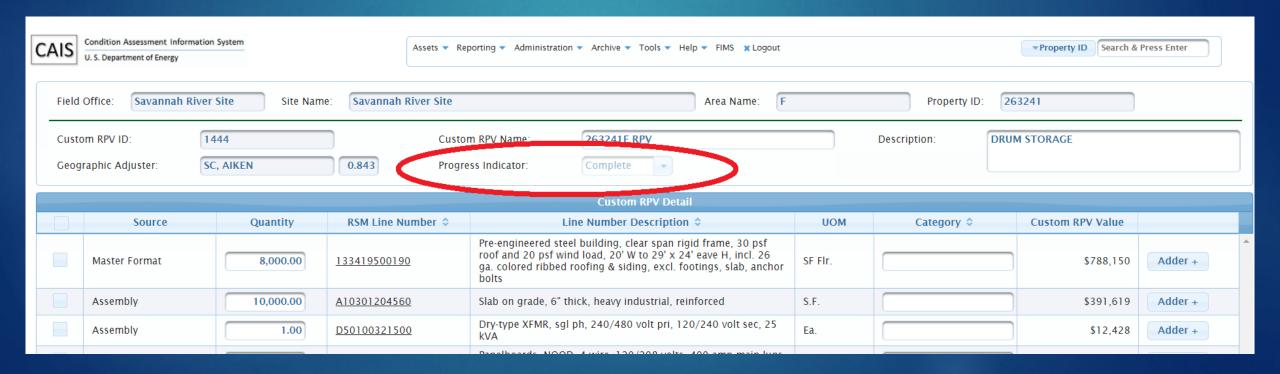- Many questions this year came from how to use Custom RPVs in CAIS
- You can use CAIS to generate your FIMS OSF and Building RPVs
- The questions were mostly from CAIS Administrators. We have several new Admins
- To access this, go to Tools and then Custom RPV
- This is where you will begin to build your RPV estimate
- The process has changed this year – Custom RPVs used to be located under Estimates. Now they have their own selection on the Tools menu.
- You can also access Custom RPV from the link on the Welcome screen

Create a Custom RPV

▶ Choose "Custom RPV"

▶ Click "New"

▶ Choose "Line Item" or "Custom Model"

▶ In the New Estimate window make sure to choose the correct Area and then select a Property ID.

▶ Enter an Estimate Name and Description and click "Save/Build Estimate"

▶ Enter the details of your estimate on this screen and click Save

On the Custom RPV Detail window you will see an option called "Progress Indicator" at the top of the screen

You need to set this to "Complete" before the RPV will be sent to FIMS. **No changes will be made to the RPV until this is set to Complete!**

Allow Estimating Module access

How to allow access for a Read-Only user:

▶ This process is for Administrators

▶ Go to Administration and open the User List

▶ Find the user with Read-Only access and load their profile

▶ Under Module Access on the right side, select the box for "Allow Access to Estimate Module"

Grant Access to Estimate Folders

- This process is also for Administrators

- In the Estimating Module select the folder you want to give someone access to

- Click the "Modify Folder" button at the bottom

- Place a checkmark beside the user's name in the list

- Click the "Modify Estimate Folder" button at the bottom to save

Unlink Estimate from FIMS RPV

▶ Send the FIMS RPUID and linked CAIS estimate ID to the Help Desk

▶ We can unlink the estimate from the FIMS RPV

▶ This can be done in a batch. Make sure to send us a spreadsheet with the complete list of FIMS RPUIDs and their linked CAIS estimate IDs.

▶ This process is not very common but it can be done on request

Line Number Search is very easy

▶ If you want to search the RS Means data without getting into the Estimating Module or Condition Assessment side of CAIS

▶ Just use the Line Number search on the asset menu (upper left) Must be in CAIS to do this, make sure to switch over from FIMS

▶ This is a quick and easy way to search the RS Means catalog

Mobile IU on your cell phone
(Demo on FIMSTRAIN)

- Try using the CAIS Mobile IU system to enter the IU basics from your cell phone

- The Mobile IU screen was designed for handheld devices

- This can be used to quickly note deficiencies one by one

- You can come back later and cost them out

- Enter an IU and Save it. Then press the Clear button at the bottom to move on to the next one

- You can try using this instead of writing on a notepad when doing CAS inspections. It's one of our most advanced and modern features

- The advantage is your IUs will already be set up when you get back to the office

Contact the FIMS Help Desk

▶ Email: **FIMS_CAIS_Help@hq.doe.gov**

▶ Email is the preferred way to contact the Help Desk

▶ Telephone hotline: (202) 287-1397