



# 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!**

CAIS Condition Assessment Information System  
U. S. Department of Energy

Assets Reporting Administration Archive Tools Help FIMS Logout

Property ID Search & Press Enter

Field Office: Savannah River Site Site Name: Savannah River Site Area Name: F Property ID: 263241

Custom RPV ID: 1444 Custom RPV Name: 263241F RPV Description: DRUM STORAGE

Geographic Adjuster: SC, AIKEN 0.843 **Progress Indicator: Complete**

Custom RPV Detail								
	Source	Quantity	RSM Line Number	Line Number Description	UOM	Category	Custom RPV Value	
<input type="checkbox"/>	Master Format	8,000.00	133419500190	Pre-engineered steel building, clear span rigid frame, 30 psf roof and 20 psf wind load, 20' W to 29' x 24' eave H, incl. 26 ga. colored ribbed roofing & siding, excl. footings, slab, anchor bolts	SF Flr.		\$788,150	Adder +
<input type="checkbox"/>	Assembly	10,000.00	A10301204560	Slab on grade, 6" thick, heavy industrial, reinforced	S.F.		\$391,619	Adder +
<input type="checkbox"/>	Assembly	1.00	D50100321500	Dry-type XFMR, sgl ph, 240/480 volt pri, 120/240 volt sec, 25 kVA	Ea.		\$12,428	Adder +

# 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 RPVID 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 RPVIDs 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](mailto:FIMS_CAIS_Help@hq.doe.gov)
- ▶ Email is the preferred way to contact the Help Desk
- ▶ Telephone hotline: (202) 287-1397

