




## CUPSS Training

Part 1 of 3 Sessions




### Housekeeping Items

- **Telephone Number** for Webinar Support –  
1-800-263-6317
- **To Ask a Question** – Type your question in the text box located in the lower section of your screen
- **To Answer a Poll Question** – Click on the radio button to the left of your choice and click submit. Do not type your answer in the “Ask a Question” box
- **To Complete the Evaluation** – Turn off your popup blocker and please respond!




## Today's Panel



Jennifer Moller, USEPA  
– CUPSS Program Expert



Vladi Royzman,  
Tetra Tech, Inc  
– CUPSS Technical Specialist




Sonia Brubaker,  
Tetra Tech, Inc  
– CUPSS Outreach Specialist




## Structure for CUPSS Training


### 3 training sessions

- Overview of each module
  - Description
  - Screenshots
- Exercises on how to use each module
- Quiz-type polling questions
- Q&A after each exercise
- Homework after each session
- Review quiz and Q&A at beginning of sessions 2 and 3
- Final test





## Today's Agenda




- Preparing to Use CUPSS
- Session 1
  - Installation
  - Setting Up CUPSS
  - Login & Navigation
  - Help
  - My Inventory
  - My Asset Check Up Report
- Session 1 Your CUPSS



## Goals of Session 1

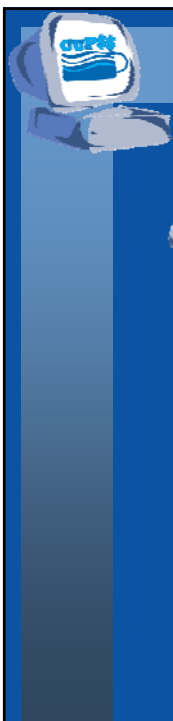


- 1 Prepare to use CUPSS
- 2 Download and install CUPSS
- 3 Set-up the utility's basic information
- 4 Login and navigate CUPSS
- 5 Create the asset inventory
- 6 Create a customized asset report




## Prepare to Use CUPSS


- Understand how CUPSS can be used to implement asset management
- CUPSS Specific Resources
  - Getting Started With CUPSS Workbook
  - CUPSS Trainer's Guide
  - CUPSS User's Guide/Help
  - Best Practices Guide and Fact Sheets
  - Flash Training for CUPSS
  - Ongoing Support
  - Example CUPSS: Beauty View Acres



## Benefits of Asset Management


- Make more informed decisions
- Save time by planning ahead
- Back up budget talks with solid facts
- Improve customer service





## Asset Management Core Questions

- 1 What Is The Current State Of Your Assets?
- 2 What Is Your Required Sustained Level Of Service (LOS)?
- 3 Which Assets Are Critical To Sustained Performance?
- 4 What Are Your Best Capital Improvement Project (CIP) and O&M Strategies?
- 5 What Is The Utility's Best Long-term Financing Strategy?




## Asset Management Core Question


Question 1 of 5

1

### What Is The Current State Of Your Assets?

- What does the utility own?
- Where is it?
- What is its condition?
- What is its useful life?
- What is its value?







## Asset Management Core Question

Question 2 of 5

2

### What Is The Utility's Required Sustained Level Of Service (LOS)?

- What do the regulators require?
- What are the utility's performance goals?
- What LOS do the customers demand?
- What are the physical capabilities of the assets?



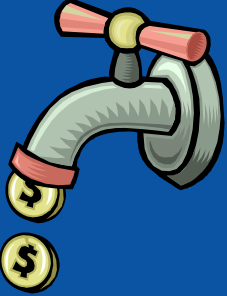
## Asset Management Core Question

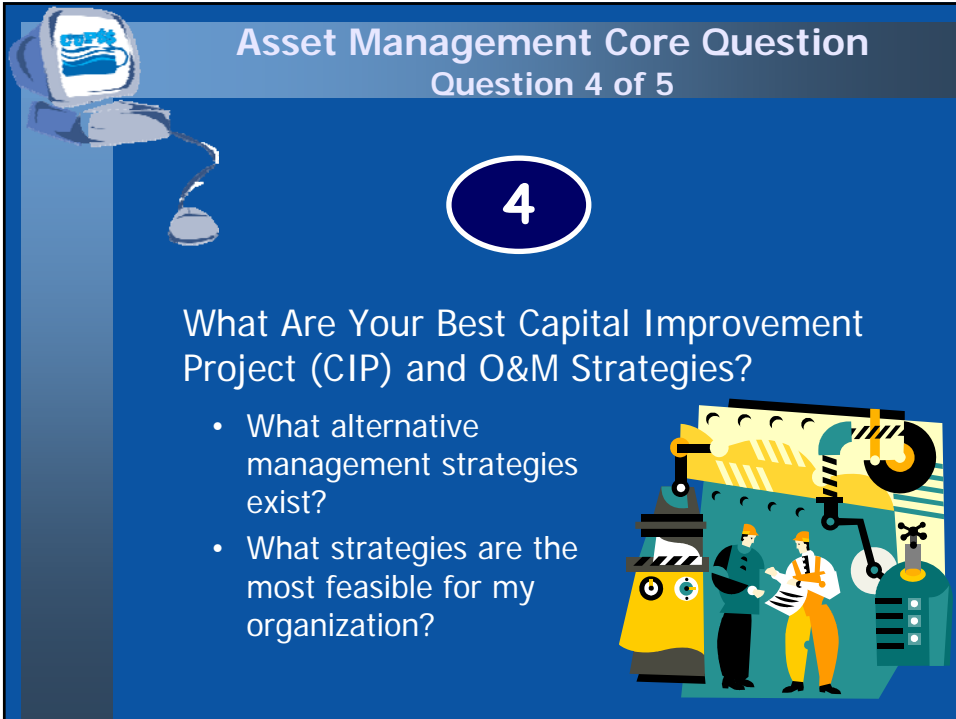
Question 3 of 5

3

### Which Assets Are Critical To Sustained Performance?

- How can assets fail?
- How do assets fail?
- What are the likelihoods and consequences of asset failure?
- What does it cost to repair the asset?
- What are other costs that are associated with asset failure?






Asset Management Core Question  
Question 4 of 5

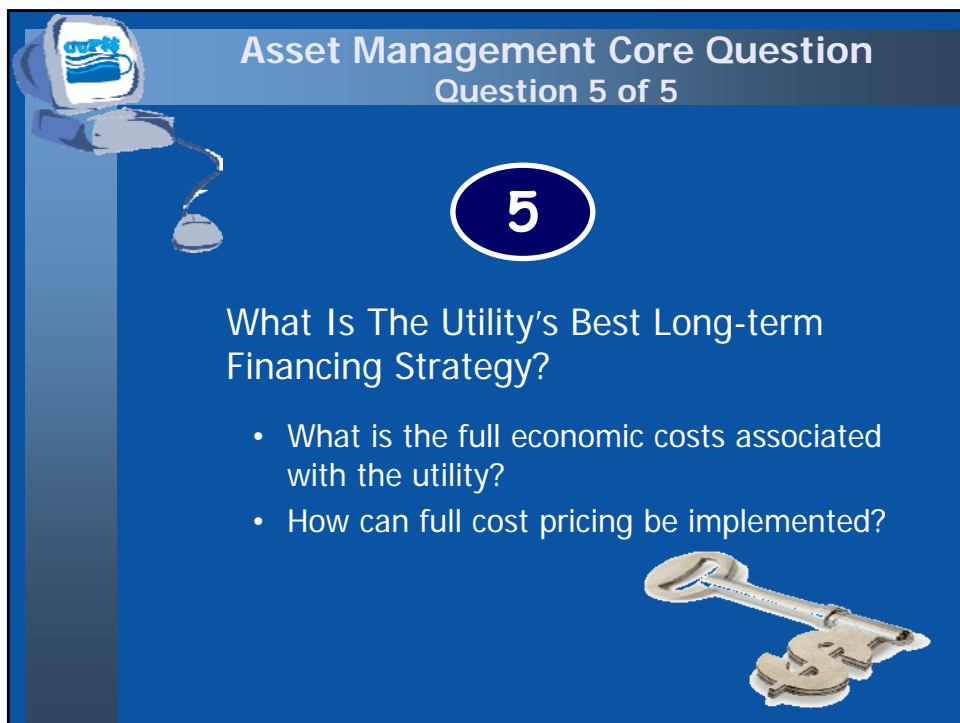
4

What Are Your Best Capital Improvement Project (CIP) and O&M Strategies?

- What alternative management strategies exist?
- What strategies are the most feasible for my organization?



This slide features a blue background with a white '4' in a circle. The title 'Asset Management Core Question Question 4 of 5' is at the top. The main question is 'What Are Your Best Capital Improvement Project (CIP) and O&M Strategies?'. Below it are two bullet points: 'What alternative management strategies exist?' and 'What strategies are the most feasible for my organization?'. An illustration on the right shows two workers in hard hats and safety vests standing next to industrial machinery, including a yellow crane and a green machine.




Asset Management Core Question  
Question 5 of 5

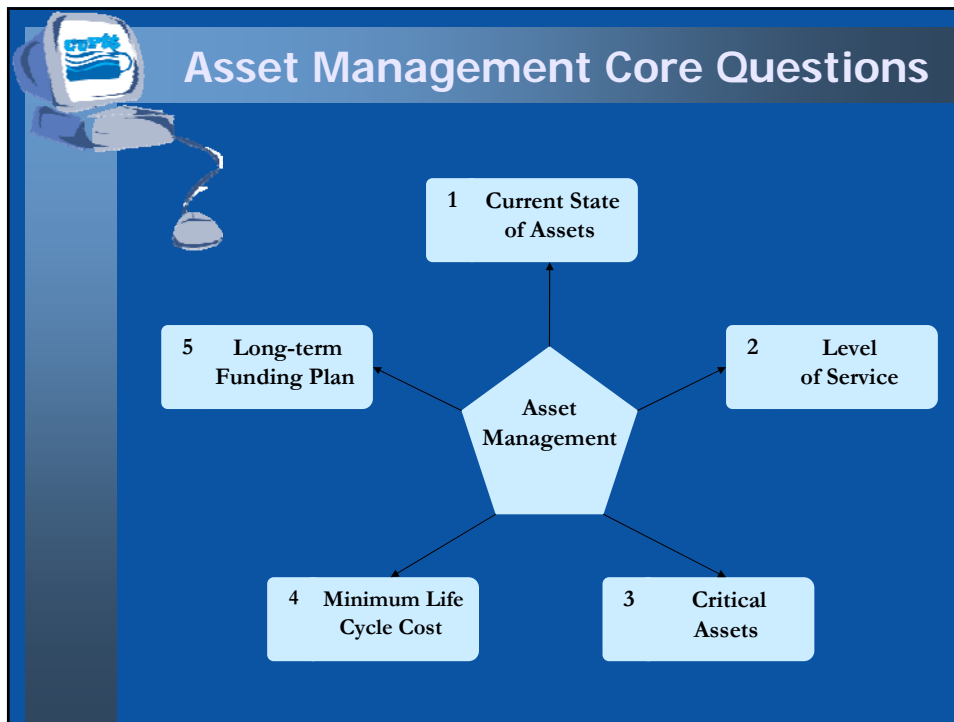
5

What Is The Utility's Best Long-term Financing Strategy?

- What is the full economic costs associated with the utility?
- How can full cost pricing be implemented?



This slide features a blue background with a white '5' in a circle. The title 'Asset Management Core Question Question 5 of 5' is at the top. The main question is 'What Is The Utility's Best Long-term Financing Strategy?'. Below it are two bullet points: 'What is the full economic costs associated with the utility?' and 'How can full cost pricing be implemented?'. An illustration on the right shows a large, ornate metal key.

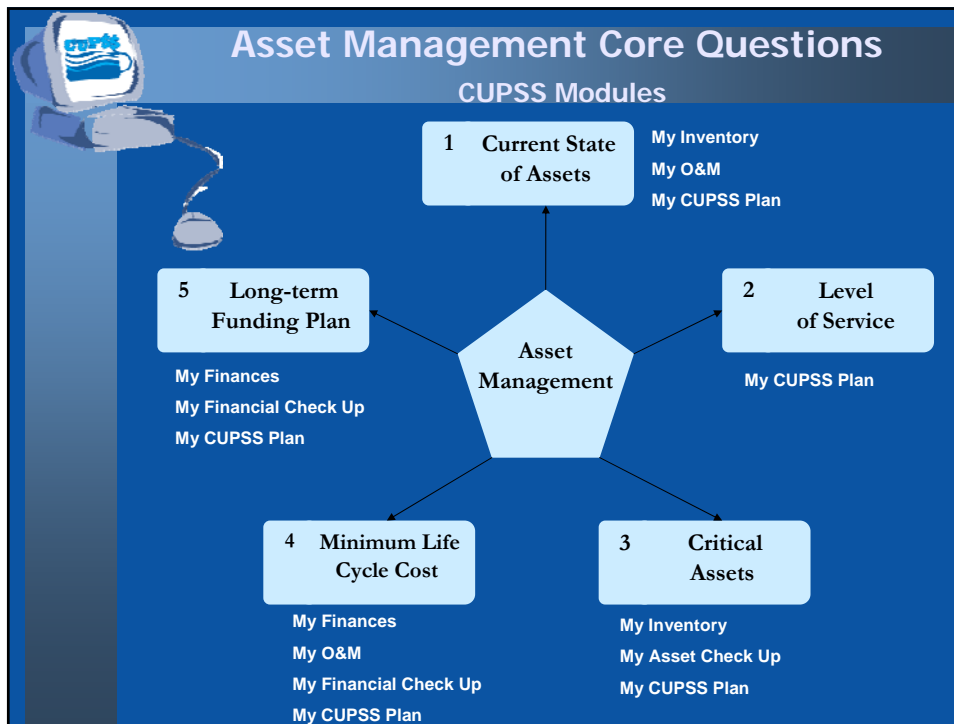


## Introduction to CUPSS

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- Free Asset Management tool
- Tool developed in partnership with trainers like you
- 'Desktop software' – program that runs on your computer
- Series of modules that store information about a user's utility






## CUPSS Resources

**How to get CUPSS Resources:**

- Electronic Versions: CUPSS Website ([www.epa.gov/cupss](http://www.epa.gov/cupss))
- Print Versions: User's and Trainer's Kits






## Getting Started with CUPSS Workbook

Provides steps to get you started in implementing asset management:


- Team building
- Printable forms:
  - Inventory List (Drinking Water and Wastewater)
  - New Task
  - Finances

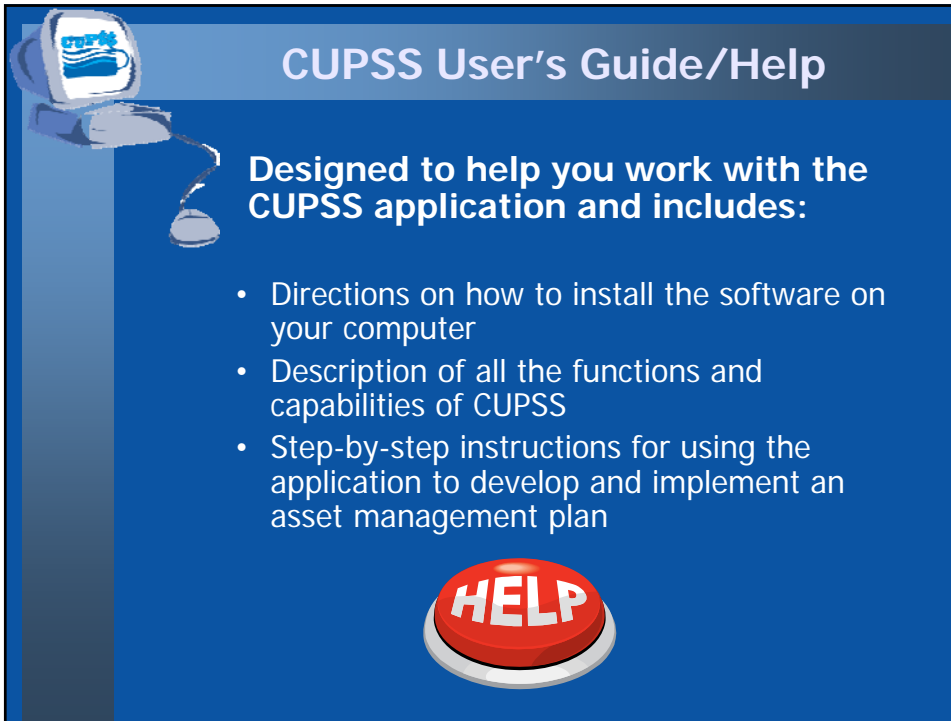


## CUPSS Trainer's Guide

Educates trainers how to successfully introduce the CUPSS Tool

- Presents tips and techniques for
  - training preparation
  - marketing strategies

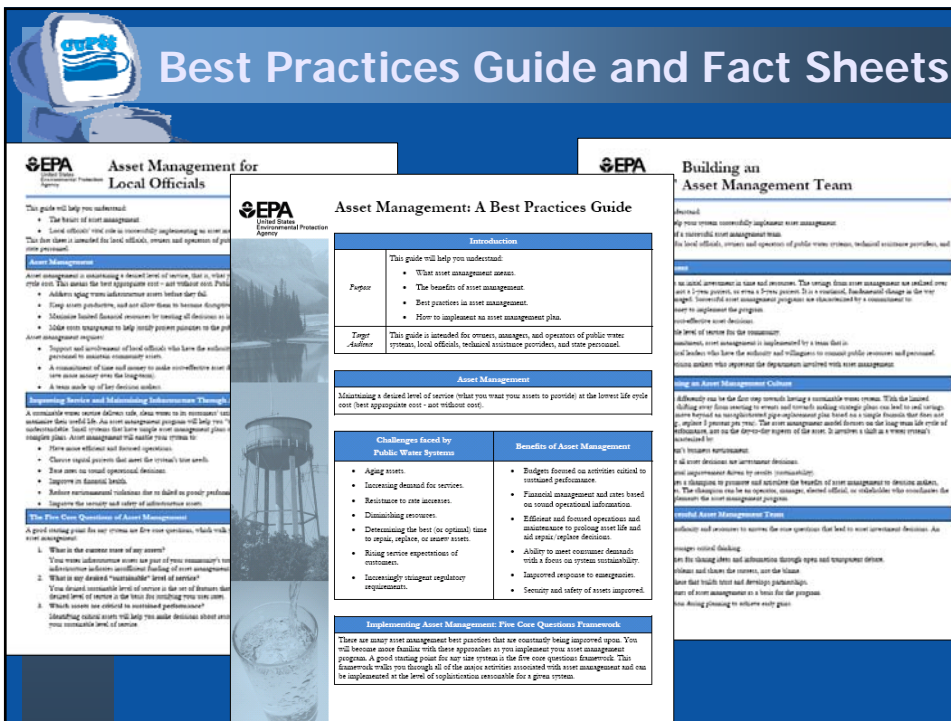




# CUPSS User's Guide/Help

Designed to help you work with the CUPSS application and includes:

- Directions on how to install the software on your computer
- Description of all the functions and capabilities of CUPSS
- Step-by-step instructions for using the application to develop and implement an asset management plan



# Best Practices Guide and Fact Sheets

**EPA** Asset Management for Local Officials

This guide will help you understand:

- The benefits of asset management
- Local officials' role in successfully implementing an asset management program
- The five core questions for local officials, owners and operators of public water systems

**Asset Management**

Asset management is maintaining a desired level of service, that is, what you expect. This means the best appropriate cost - not lowest cost. Public water systems should consider the following:

- They assess conditions, and act when it is time to invest
- Maximize limited financial resources by setting all decisions in the context of the system's life cycle
- Make asset management a key part of their business plan

**Asset Management requires:**

- Support and involvement of local officials who have the authority to make investment decisions
- A commitment of time and money to make comprehensive asset management plans
- A new look up of the decision-making process

**Supporting Services and Maintaining Infrastructure Through:**

- A sustainable water service delivery system, often water is an essential service for public health, the environment and economic activity
- Sustainable local systems that have long-term asset management plans
- Sustainable local asset management plans

**The Five Core Questions of Asset Management**

A good starting point for your system are the five core questions, which will help you understand:

1. What is the current state of my assets?
  - You must understand assets as part of your organization's total infrastructure to make a qualified finding of your organization's
2. What are my assets' "reasonable" level of service?
  - You should understand level of service as the set of features that ensure level of service in the long run resulting from your assets
  - Which assets are critical to sustained performance?
  - Identifying critical assets will help you make decisions about your assets' level of service

**EPA** Asset Management: A Best Practices Guide

**Introduction**

This guide will help you understand:

- What asset management means
- The benefits of asset management
- Best practices in asset management
- How to implement an asset management plan

**Target Audience**

This guide is intended for owners, managers, and operators of public water systems, local officials, technical assistance providers, and state personnel.

**Asset Management**

Maintaining a desired level of service (what you want your assets to provide) at the lowest life cycle cost (best appropriate cost - not lowest cost).

Challenges faced by Public Water Systems	Benefits of Asset Management
<ul style="list-style-type: none"> <li>• Aging assets</li> <li>• Increasing demand for services</li> <li>• Resistance to rate increases</li> <li>• Diminishing resources</li> <li>• Determining the best (or optimal) time to repair, replace, or renew assets</li> <li>• Rising service expectations of customers</li> <li>• Increasingly stringent regulatory requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Budgets focused on activities related to sustained performance</li> <li>• Financial management tool rates based on sound operational information</li> <li>• Efficient and focused operations and maintenance to prolong asset life and address regulatory demands</li> <li>• Ability to meet customer demands with a focus on system sustainability</li> <li>• Improved response to emergencies</li> <li>• Service and safety of assets improved</li> </ul>

**Implementing Asset Management: Five Core Questions Framework**

There are many asset management best practices that are constantly being improved upon. You will become more familiar with these approaches as you implement your asset management program. A good starting point for your water system is the five core questions framework. This framework walks you through all of the major activities associated with asset management and can be implemented in the level of sophistication reasonable for a given system.

**EPA** Building an Asset Management Team

**Abstract**

By now systems increasingly implement asset management. It is a successful asset management team that local officials, owners and operators of public water systems, technical assistance providers, and state personnel who have the authority and willingness to support public resources and personnel, focus on the five core questions for implementation of asset management.

**Using an Asset Management Culture**


Advocacy can be the first step towards having a sustainable water system. With the limited funding available from existing programs and limited funding through other sources, water utilities have to be creative in their approach to asset management. The asset management model focuses on the long-term life cycle of infrastructure, not on the day-to-day repair of the asset. It requires a shift in a water system's mindset for:

- All water decisions are investment decisions
- Asset management teams by asset management
- An emphasis to prepare and submit the benefits of asset management to decision makers
- The alignment of the operations, management, elected officials, or stakeholders who conduct the program's asset management program

**Successful Asset Management Teams**

Identify and resources to answer the core questions that lead to asset management decisions. The program's initial thinking:

- Set the stage: plan and administration through open and transparent dialog
- Follow and learn the system, set the vision
- Use that vision to set and develop partnerships
- Start of asset management as a focus for the program
- Use existing planning to inform asset management










# Flash Training for CUPSS

**Do Training**

**Training Options**


**1. Flash Tutorials** - Click on a tutorial below to see a brief walk-through on how to use CUPSS. (Note - these tutorials will open your browser, you may be asked to download a Flash plug-in if these tutorials do not play.)

 <b>Introduction</b> 4:10	 <b>Overview &amp; My Home</b> 3:20	 <b>My Inventory</b> 5:40	 <b>My O&amp;M</b> 2:30
 <b>My Finances</b> 4:10	 <b>My Check up</b> 3:30	 <b>My CUPSS Plan</b> 3:15	

**2. User's Guide**

**3. More Training on the Web**  
Go to [epa.gov/cupss](http://epa.gov/cupss) for additional training materials and a list of training dates in your area.

CUPSS User's Guide – Section 4



# Ongoing Support

- CUPSS Website
  - [www.epa.gov/cupss](http://www.epa.gov/cupss)
- CUPSS Email
  - [cupss@epa.gov](mailto:cupss@epa.gov)
- Listservs
  - User's
  - Trainer's



## Example CUPSS - Beauty View Acres

Included with the CUPSS application to provide real life drinking water and wastewater utility examples:




- Beauty View Acres Subdivision in Franklin County, MO
  - Primary water source: **Groundwater**
  - Wastewater: **Sewer**
  - Population served: **75**



## Today's Agenda




- Preparing to Use CUPSS
- Session 1
  - Installation
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  - Help
  - My Inventory
  - My Asset Check Up Report
- Session 1 Your CUPSS



## INSTALLATION WIZARD

**Benefits to My Utility**

CUPSS is a free, easy to install and use application to help manage a utility's assets, tasks, create financial projects, and generate management plans.



## Why Install CUPSS?

- Managing assets will help a utility be more efficient and financially self sufficient
- Installing CUPSS is the first step in implementing asset management for a utility

CUPSS User's Guide – Section 2



## Basic Computer Requirements

- 1 GHz Processor
  - 2 GB Recommended
- Minimum 512 MB RAM
  - 1 GB Recommended
- Minimum 1.5 GB Hard Drive Disk Free Space
  - 2 GB Recommended
- At least 800x600 capable video card




## CUPSS Software

- Install the CUPSS software on your computer by:
  - Using the CUPSS CD
  - Download from the CUPSS Website ([www.epa.gov/cupss](http://www.epa.gov/cupss))
- Launch the CUPSS Installation Wizard




*CUPSS User's Guide – Section 2*



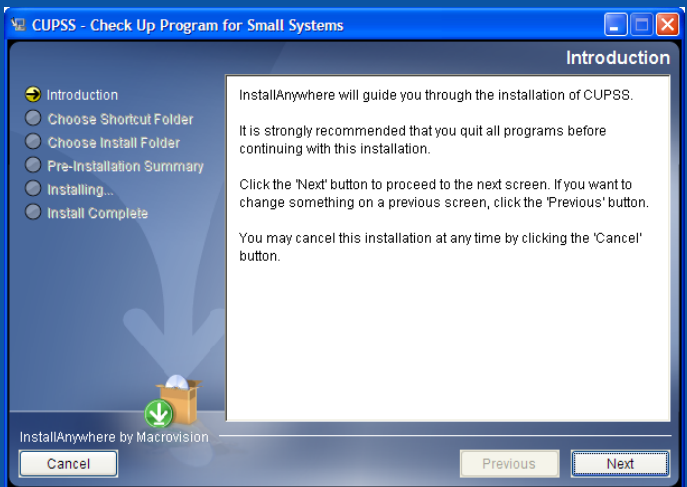
## Poll Question

Have you installed CUPSS on your personal computer?

- A. Yes
- B. No
- C. I'm installing right now



## Installation Wizard



Introduction

InstallAnywhere will guide you through the installation of CUPSS.

It is strongly recommended that you quit all programs before continuing with this installation.

Click the 'Next' button to proceed to the next screen. If you want to change something on a previous screen, click the 'Previous' button.

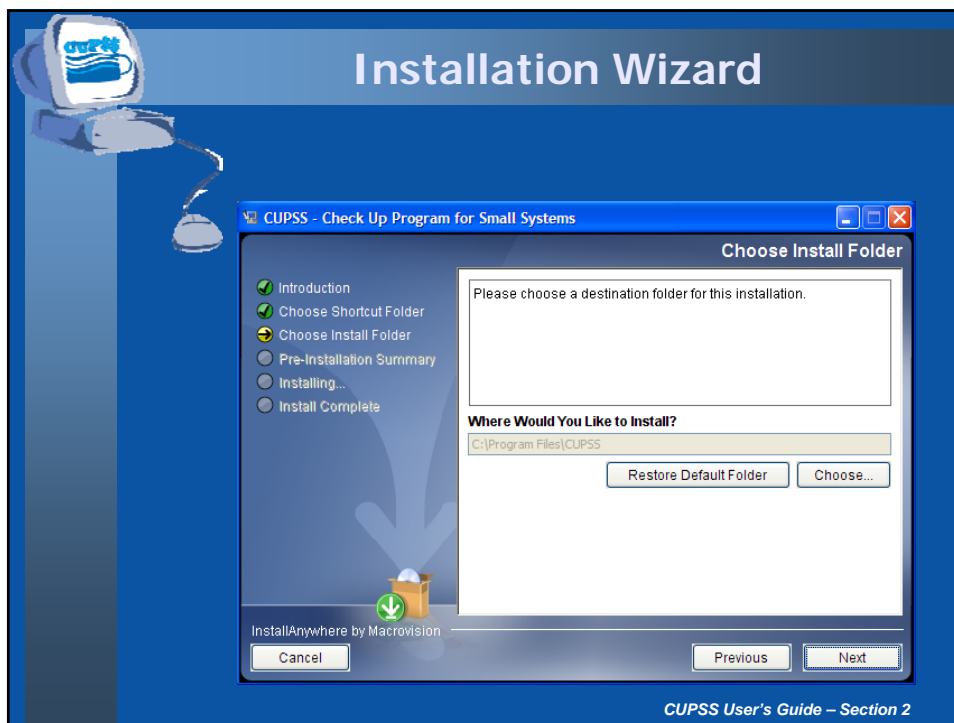
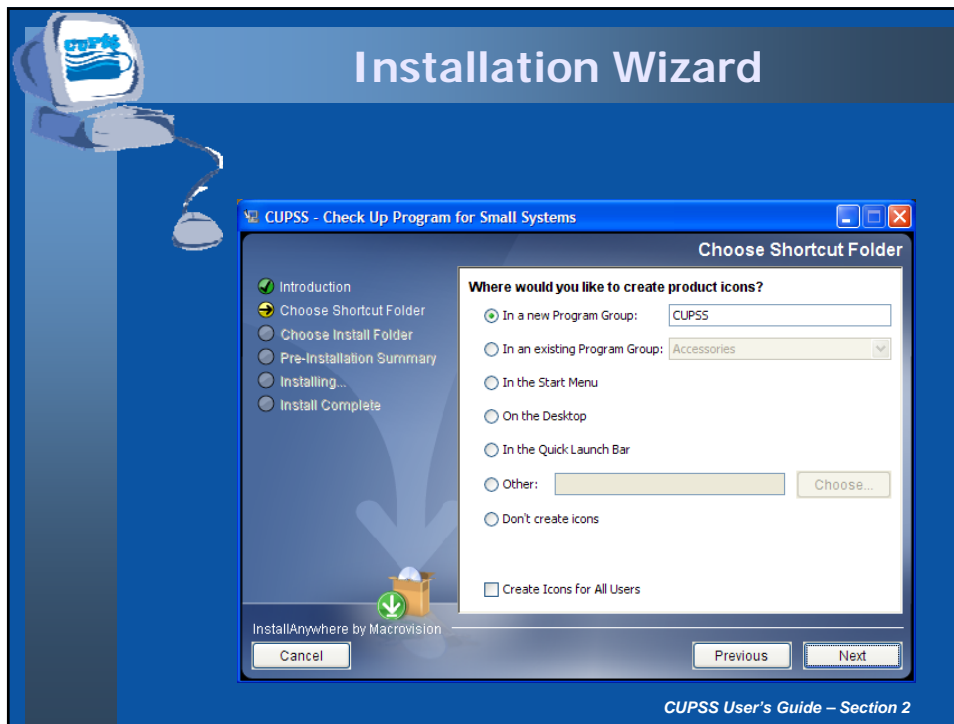
You may cancel this installation at any time by clicking the 'Cancel' button.

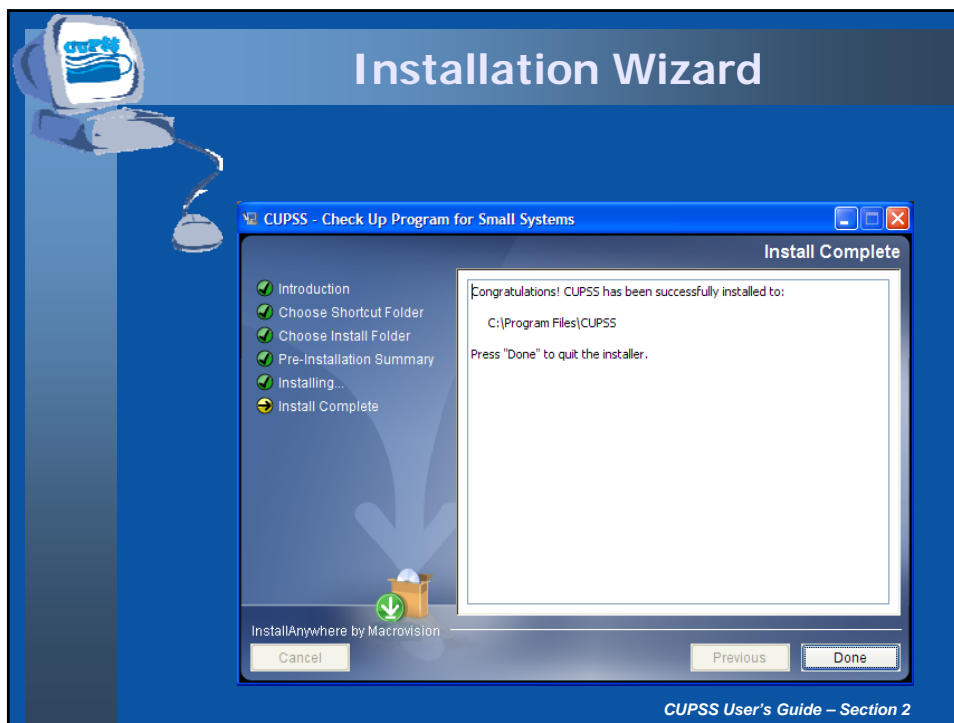
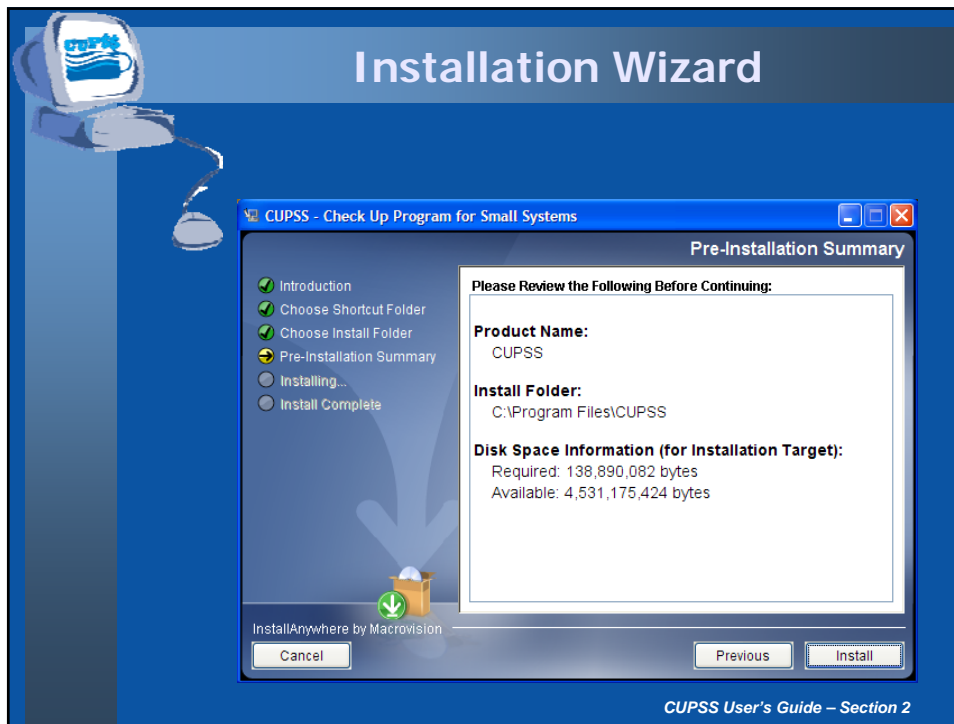
Cancel Previous Next


InstallAnywhere by Macrovision

*CUPSS User's Guide – Section 2*




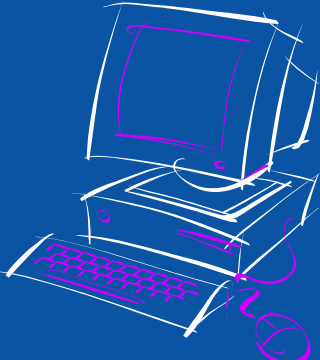







CUPSS Example

# Installation Exercise



CUPSS Example


# Q&A on Installation Exercise



## SETTING UP CUPSS


**Benefits to My Utility**

CUPSS can help you save time by setting up default tasks and helping you establish an operation and maintenance plan.




## Why Set Up CUPSS?

- Customize utility information
- Add personal user information
- Include basic O&M tasks
- Add other users and team members



*CUPSS User's Guide – Section 3*



## Think about the Asset Management Plan

Setting up CUPSS is the first step toward generating a customized asset management plan. This set up process allows a utility to identify key tasks and team members to keep the utility on track.





## Welcome Screen



The screenshot shows a window titled "Check Up Program for Small Systems (CUPSS)". The window content includes the CUPSS logo, the text "Welcome to CUPSS Brought to you by USEPA", and the USEPA logo. Below this is a paragraph of text: "Welcome! CUPSS is meant to make asset management easy for you. To make it even easier to use CUPSS, information from a small community with both drinking water and wastewater assets has been provided as an example. You may view the example or proceed directly to Your CUPSS." At the bottom of the window are two buttons: "Enter Example CUPSS" and "Enter Your CUPSS".

CUPSS User's Guide – Section 3

## CUPSS Start Up



Check Up Program for Small Systems

Welcome CUPSS Users

Welcome to CUPSS!  
CUPSS is meant to make asset management easy for you. Now lets get started.


Do Some Training

Lets Get Started


CUPSS is brought to you by the US Environmental Protection Agency

*CUPSS User's Guide – Section 3*

## Get Started Using CUPSS



There are five steps in the Getting Started module:



1. Enter utility information
2. Enter user information
3. Schedule operations and maintenance tasks
4. Enter information about your project team
5. Review and save data

*CUPSS User's Guide – Section 3*

# Utility Information

If you have multiple projects that you would like to enter into CUPSS, enter the utility name and then the project name.  
Ex. Beauty View Acres - DW

**CUPSS Check Up Program for Small Systems**

**Getting Started: Utility Information** Do Some Training

The first step in setting up CUPSS is to enter your basic utility information. \*

(\*) Indicates required fields

\*

Drinking Water  Wastewater

\*  \*

\*  \*

CUPSS User's Guide – Section 3

# Utility Information

**CUPSS Check Up Program for Small Systems**

**Getting Started: Utility Information** Do Some Training

The first step in setting up CUPSS is to enter your basic utility information. \*

(\*) Indicates required fields


\*

Drinking Water  Wastewater

\*  \*

\*  \*

CUPSS User's Guide – Section 3



## User Information

**Check Up Program for Small Systems**


Getting Started: Your Information

The second step in setting up CUPSS is for you to fill out your information and create your account for accessing CUPSS. Enter your name and contact information; then select a username and password to access CUPSS. (\*) Indicates required fields.

Name: Helen [text] Howard [text]  
Organization: Beauty View Acres Landowners Assn Title: Treasurer/Secretary  
Email: beautyview@gmail.com Male Board Member [dropdown]  
 Same as Utility  
Street Address: PO Box 796  
City, State, Zip: Gray Summit Missouri 63029  
Phone, Fax: 706-471-2978  
Enter Username: HEHOWARD  
Enter Password: \*\*\*\*\*  
Confirm Password: \*\*\*\*\*

Continue


CUPSS User's Guide – Section 3



## Operations and Maintenance

### 4 different schedules for O&M Tasks


- Daily
- Weekly
- Monthly
- Annually



CUPSS User's Guide – Section 3



# O&M – Daily Tasks



## Check Up Program for Small Systems

**Getting Started: Utility Operation and Maintenance Default Daily Tasks**

Utility Info → User Info → O&M → Team → Review


The third step in setting up CUPSS is for you to review basic preventive maintenance tasks recommended by US EPA. You can select or deselect all items and change the frequency of the tasks.

[Select All Tasks](#) | [Deselect All Tasks](#)

Daily Tasks	Scheduled Day for Maintenance
The following routine maintenance tasks are set to occur daily	
<input checked="" type="checkbox"/> Check water meter readings and record water production.	Change tasks recurrence frequency to: <input type="text" value="Select Frequency"/> Weekly recurrence every <input type="text" value="Week(-)"/> on <input type="text" value="Select Day"/> Monthly recurrence on <input type="text" value="Select Week"/> <input type="text" value="Select Day"/> every month Annual recurrence the <input type="text" value="Select Week"/> <input type="text" value="Select Day"/> of <input type="text" value="Select Month"/>
<input checked="" type="checkbox"/> Check chemical solution tanks and record amounts used.	Change tasks recurrence frequency to: <input type="text" value="Select Frequency"/> Weekly recurrence every <input type="text" value="Week(-)"/> on <input type="text" value="Select Day"/> Monthly recurrence on <input type="text" value="Select Week"/> <input type="text" value="Select Day"/> every month Annual recurrence the <input type="text" value="Select Week"/> <input type="text" value="Select Day"/> of <input type="text" value="Select Month"/>
<input checked="" type="checkbox"/> Check and record water levels in storage tanks.	Change tasks recurrence frequency to: <input type="text" value="Select Frequency"/> Weekly recurrence every <input type="text" value="Week(-)"/> on <input type="text" value="Select Day"/>

*CUPSS User's Guide – Section 3*

# O&M – Weekly Tasks



## Check Up Program for Small Systems

**Getting Started: Utility Operation and Maintenance Default Weekly Tasks**

Utility Info → User Info → O&M → Team → Review


The third step in setting up CUPSS is for you to review basic preventive maintenance tasks recommended by US EPA. You can select or deselect all items and change the frequency of the tasks.

[Select All Tasks](#) | [Deselect All Tasks](#)

Weekly Tasks	Scheduled Day for Maintenance
The following routine maintenance tasks are set to occur weekly	
<input checked="" type="checkbox"/> Inspect chlorine and fluoride testing equipment.	Change the default day for weekly recurrence every <input type="text" value="Monday"/> or Change this task's recurrence frequency to: <input type="text" value="Select Frequency"/> Monthly recurrence on <input type="text" value="Select Week"/> <input type="text" value="Select Day"/> every month Annual recurrence the <input type="text" value="Select Week"/> <input type="text" value="Select Day"/> of <input type="text" value="Select Month"/>
<input checked="" type="checkbox"/> Clean pump house and grounds. Make sure fire hydrants are accessible.	Change the default day for weekly recurrence every <input type="text" value="Monday"/> or Change this task's recurrence frequency to: <input type="text" value="Select Frequency"/> Monthly recurrence on <input type="text" value="Select Week"/> <input type="text" value="Select Day"/> every month Annual recurrence the <input type="text" value="Select Week"/> <input type="text" value="Select Day"/> of <input type="text" value="Select Month"/>
<input checked="" type="checkbox"/> Record pumping rate for each well or source water pump.	Change the default day for weekly recurrence every <input type="text" value="Monday"/> or

*CUPSS User's Guide – Section 3*

# O&M – Monthly Tasks



## Check Up Program for Small Systems

**Getting Started: Utility Operation and Maintenance Default: Monthly Tasks**

Utility Info
User Info
O&M
Team
Review


The third step in setting up CUPSS is for you to review basic preventive maintenance tasks recommended by US EPA. You can select or deselect all items and change the frequency of the tasks.

[Select All Tasks](#) | [Deselect All Tasks](#)

Monthly Tasks	Scheduled Day for Maintenance
The following routine maintenance tasks are set to occur monthly	
<input checked="" type="checkbox"/> Read electric meter at pump house and record.	Change the default monthly recurrence to First week of every month on Monday or Change this task's recurrence frequency to: [Select Frequency]
	Weekly recurrence every [ ] Week(s) on [Select Day]
	Annual recurrence the [Select Week] [Select Day] of [Select Month]
<input checked="" type="checkbox"/> Take appropriate monthly water quality samples.	Change the default monthly recurrence to First week of every month on Monday or Change this task's recurrence frequency to: [Select Frequency]
	Weekly recurrence every [ ] Week(s) on [Select Day]
	Annual recurrence the [Select Week] [Select Day] of [Select Month]
<input checked="" type="checkbox"/> Check and record static and pumping levels of each well.	Change the default monthly recurrence to First week of every month on Monday or Change this task's recurrence frequency to: [Select Frequency]

*CUPSS User's Guide – Section 3*

# O&M – Annual Tasks



## Check Up Program for Small Systems

**Getting Started: Utility Operation and Maintenance Annual Tasks**


Utility Info
User Info
O&M
Team
Review

The third step in setting up CUPSS is for you to review basic preventive maintenance tasks recommended by US EPA. You can select or deselect all items and change the frequency of the tasks.

[Select All Tasks](#) | [Deselect All Tasks](#)

Annual Tasks	Scheduled Day for Maintenance
The following routine maintenance tasks are set to occur annually	
<input checked="" type="checkbox"/> Overhaul chemical feed pumps (O rings, check valves, and diaphragms).	Change the default annual recurrence the First Monday of January or Change this task's recurrence frequency to: [Select Frequency]
	Weekly recurrence every [ ] Week(s) on [Select Day]
	Monthly recurrence on [Select Week] [Select Day] every month
<input checked="" type="checkbox"/> Inspect and clean chemical feed lines and solution tanks.	Change the default annual recurrence the First Monday of January or Change this task's recurrence frequency to: [Select Frequency]
	Weekly recurrence every [ ] Week(s) on [Select Day]
	Monthly recurrence on [Select Week] [Select Day] every month
<input checked="" type="checkbox"/> Calibrate chemical feed pumps after overhaul.	Change the default annual recurrence the First Monday of January or Change this task's recurrence frequency to: [Select Frequency]

*CUPSS User's Guide – Section 3*



## Assemble Your Team


Your team may include the following people:

**Benefits to My Utility**

CUPSS can help you save your team member contacts in one easy to find place. These team members will later help you prepare and implement your Asset Management Plan.

- Water system operators
- Engineers
- Local and elected officials
- Accounting staff
- Information technology staff
- Treasurer
- Other infrastructure managers and staff from other utilities
- Representatives from environmental groups
- Representatives from neighboring water districts
- Members of the community
- And anyone else you work with in your day-to-day operations.

*CUPSS User's Guide – Section 9*



## Add Team Members

**Check Up Program for Small Systems**

**Getting Started : Assemble Your Team (Optional)**

Utility Info
User Info
Data
Team
Review

The fourth and final step in setting up CUPSS for your utility is to assemble your team. This is an optional, but highly recommended, step where you can indicate any contacts that may help you in assembling your information for CUPSS such as town staff, your utility staff or other stakeholders involved in the development of your asset management plan. They may or may not be actual CUPSS users.

(\*) Indicates required fields

CUPSS User

Name

Organization  Title

Email  Role

Same as Utility

Street Address

City, State, Zip

Phone, Fax

Enter Username

Enter Password

Confirm Password

Team members


*CUPSS User's Guide – Section 3*

## View Team Members

**Team members**

Name / Title	Organization	Email	Address	Role
Sylvio Smith / Operator	My Utility	sylvio.smith@myutility.c...	123 Water Way Truman...	Operator/Facility Staff
Amanda Acton / Planner	Town Council	amanda.acton@burgto...	44 Main Street Trumans...	Local Official


Resize the column widths to view additional information in the row. Hold the cursor over the line between two columns until it changes to look like this:



CUPSS User's Guide – Section 3


## Edit and Delete Team Members

**Edit Records**




Name / Title	Organization	Email	Address	Role	EUPSS User
Alden McDonald / C...	Beauty View Acres...		150 EASTERN COR...	Head Operator	Yes
Dan Daugherty / ...	Missouri Departmen...	Missouri@dnr...	St. ...	State Contact	Yes
Dennis Siders / Reg...	Midwest Assistance...	midwest@mas...	Idam...	Technical Assistanc...	Yes
John Hoagland / Ad...	Missouri Rural Wat...	ruralwater@rr...	In St ...	Technical Assistanc...	Yes
Robert Dunlevy / E...	USEPA	EPAwater@epa.gov	607 N 12th Street ...	EPA Contact	Yes

**Delete Records**



CUPSS User's Guide – Section 3



# Set Up Review

**Getting Started Review and Save**

[Home](#) | [New](#) | [Edit](#) | [Delete](#) | [Print](#)

Before moving on, review all of the information you just added. You will have an opportunity to edit the information once you have begun using CUPSS by clicking the "Set-Up" link at the top right hand side of the CUPSS navigation bar. If you see anything that you would like to change click on the [Back] and [Edit] buttons.

**Utility Information**

**Utility Name:** Beauty View Acres Substn - CW  
**PNWID:** MN026219  
**Scheduled Number of Connections:** 33  
**NWIS Number:**  
**Flow (mgd):**  
**Address:** PO Box 245 Gray Summit Missouri 63029  
**Phone / Fax:** 636-762-2565

**Team Information**


**Name:** Helen Howard  
**Title:** Treasurer/Secretary  
**Organization:** Beauty View Acres Landowners Assn  
**Role:** Board Member  
**Email:** hhoward@bva.org  
**Address:** PO Box 798 Gray Summit Missouri 63029  
**Phone / Fax:** 736-471-2878  
**Username:** HHOWARD  
**Password:** BEAUTYV

**Team Information**

Name (Click)	Organization	Email	Address	Role
Allen McDonald   Chief O...	Beauty View Acres Substn		MO-EASTERN CORRECTI...	Head Operator
Don Dougherty   Water	Missouri Department of N...	Missouri@dnr.mo.gov	7545 S Main St, Leola	State Contact
Devin Stiles   Regional	Missouri Assistance Prog...	msa@dnr.mo.gov	PO Box 393 Williams Hot...	Technical Assistance Provide
John Hoagland   Administ...	Missouri Rural Water Ass...	mrwa@mrwa.org	5674 West Main St, Albia	Technical Assistance Provide
Robert Oudens   Director	USEPA	Robert.Oudens@epa.gov	1467 N 22nd Street Kansas	EPA Contact
Sam Bowman   USE	USEPA	sbowman.sam@epa.gov	901 N 95th Street Kansas	EPA Contact
Steve Wyatt   Engineer	Missouri Department of N...	Steve.Wyatt@dnr.gov	PO Box 176 Jefferson, CA	State Contact


[Back and Edit](#) | [Save and Continue](#) | [Exit](#)


*CUPSS User's Guide – Section 3*



# CUPSS Example


## Setting Up CUPSS Exercise





# CUPSS Example


## Q&A on Setting Up CUPSS Exercise



## LOGIN AND NAVIGATION

**Benefits to My Utility**  
CUPSS provides a secure interface and allows you to set-up multiple users to work on a utility.

# Login




Check Up Program for Small Systems

Welcome CUPSS Users

User name:

Password:


[Forgot Password](#)



CUPSS is brought to you by the [US Environmental Protection Agency](#)

*CUPSS User's Guide – Section 4*

# Password Information



CupssPasswords\_04-16-2008.txt - Notepad

File Edit Format View Help

```
USERNAME/PASSWORD
-----
HHOWARD/BEAUTY1
BDUNLEVY/BEAUTY1
SWYATT/bEAUTY1
DDAUGHERTY/BEAUTY1
JHOAGLAND/BEAUTY1
DSIDERS/BEAUTY1
SBOWMAN/BEAUTY1
AMCDONALD/BEAUTY1
```

## Select Utility

**Welcome Helen, Select the CUPSS Utility that you would like to work on.**  
 Select one of the utilities you would like to work on. If you have one utility it should already be selected and you can just click on the [Load Utility] button to get started using CUPSS.

Beauty View Acres Subdivision - DW

Load Utility Add Another Utility

**Benefits to My Utility**

CUPSS lets you add as many utilities as you like. If you manage a drinking and wastewater utility you can create a single My CUPSS Asset Management Plan for both utilities.

*CUPSS User's Guide – Section 4*

## CUPSS Homepage

**Benefits to My Utility**

CUPSS reminders help you track and monitor tasks and high risk assets needing close monitoring in one easy to use tool, saving you time. So be sure to keep your CUPSS up-to-date!

Setup | Switch Utility | Create User | Help | Training | Exit

My Home My Inventory My O & M My Finances My Check up My CUPSS Plan

Welcome Back Helen, Beauty View Acres Subdivision - DW

What would you like to do today?

**Task Notification**

Right Click on Item to Edit

Task Name	Task Due Date	Task Status
Check and record chlorine r...	4/15/2008	TODAY'S TASK
Check and record water lev...	4/15/2008	TODAY'S TASK
Check instrumentation for p...	4/15/2008	TODAY'S TASK
Check water meter reading...	4/15/2008	TODAY'S TASK
Complete a daily security ch...	4/15/2008	TODAY'S TASK
Inspect heater operation d...	4/15/2008	TODAY'S TASK
Inspect well pumps, motors...	4/15/2008	TODAY'S TASK
Investigate customer compl...	4/15/2008	TODAY'S TASK
Check and record chlorine r...	4/14/2008	PAST DUE TASK
Check and record water lev...	4/14/2008	PAST DUE TASK
Check instrumentation for p...	4/14/2008	PAST DUE TASK

My Calendar: April 2008

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					4	5
					11	12
					18	19
					25	26
					2	3
					9	10


To Turn Off: [ ]

Number of High Risk Assets: 2

*CUPSS User's Guide – Section 4*



## Navigate Through CUPSS

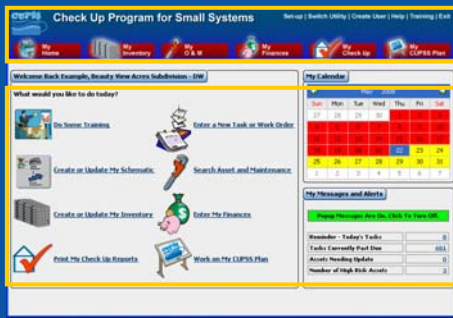


**Navigation Area**

- Includes the administration menu and the CUPSS module buttons

**Activity Windows**


- Where you will view, edit and manipulate data

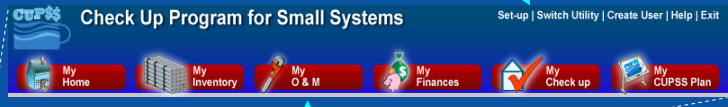


*CUPSS User's Guide – Section 4*


## Navigation Area

**Administration Menu**





**CUPSS Module Buttons**



*CUPSS User's Guide – Section 4*

## Activity Windows

**Main Window**

**My Calendar Window**

**My Messages and Alerts Window**

*CUPSS User's Guide – Section 4*

## Status Tables


**Today's Tasks**

**Tasks Currently Past Due**

**Assets Needing Update**



**Number of High Risk Assets**

*CUPSS User's Guide – Section 4*




CUPSS Example

# Login and Navigation Exercise




CUPSS Example

# Q&A on Login and Navigation Exercise



# HELP

**Benefits to My Utility**  
CUPSS provides step by step instructions on how to use every aspect of the application.



# Help

In the Help module, we will be discussing:

- How to view the contents within the electronic CUPSS User's Guide
- How to search the CUPSS User's Guide

*CUPSS User's Guide – Section 4*

# CUPSS Help Module

*CUPSS User's Guide – Section 4*

# Browse Help

*CUPSS User's Guide – Section 4*

# Search Help

The screenshot shows the 'Help Navigator' window with a search bar containing the word 'financial'. Below the search bar, there are options for 'Case-sensitive' (checked), 'Search for' (set to 'All of these words'), and 'Boolean expression' (set to 'This Boolean expression'). A table of results is displayed with columns for Rank, Topic Title, and Source. The results are:

Rank	Topic Title	Source
6	My Check Up	
10	CUPSS Help Module	
7	My Finances	
1	Introduction	
4	Login and Navigation	
9	My CUPSS Plan	
3	Getting Started	
5	My Inventory	

At the bottom of the window, it says 'Found 9 topics' and an 'Open' button is visible. In the bottom left corner, there are two smaller windows: one showing a tree view of the help topics and another showing the '1 Introduction' page.


CUPSS User's Guide – Section 4

# Search Results

Your Search Results can be displayed in the main window (as shown here) or in a separate window



The screenshot shows the 'Help Navigator' window on the left, with the search results table from the previous slide. The main window on the right displays the search results for '10 CUPSS Help Module'. The content includes a heading '10 CUPSS Help Module' and a paragraph: 'The content of the user's guide are available in the form of a searchable, indexed help module within CUPSS. The CUPSS Help module is accessible from the Administration screen at the upper right corner of the application window. Click the "Help" link to open the Help module (Users, 1000)'. Below this, there is a section for '10.1 Navigating Help' with a paragraph: 'The Help window is divided into two halves; the Help Navigator (left side) provides most of the navigation and helps you find content, while the Help Topic Window (right side) shows the selected content (Users, 1000)'. At the bottom right, there is a small inset window showing the '1 Introduction' page.

CUPSS User's Guide – Section 4



## CUPSS Example


# Help Exercise



## Poll Question

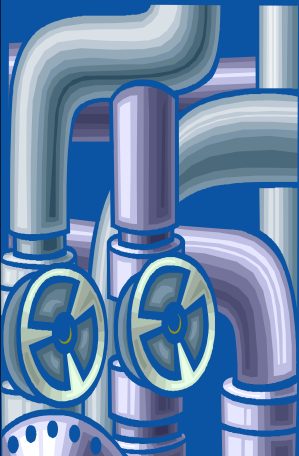

In what chapters is the phrase 'add new user' located?

- A. Getting Started
- B. Login and Navigation
- C. My Finances
- D. All of the above



## CUPSS Example

# Q&A on Help Exercise

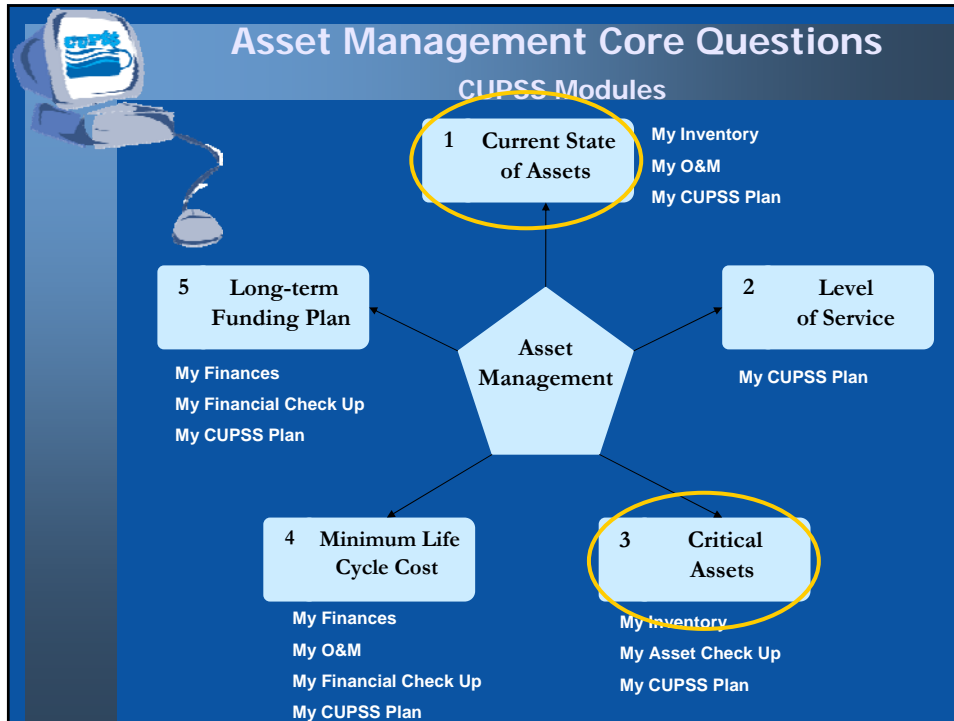


## MY INVENTORY

**Benefits to My Utility**

CUPSS can be used to create an inventory of a utility's assets, identify critical assets for capital improvement planning and create a schematic to present an overview to town officials.





## My Inventory

In the My Inventory module, we will be discussing:

- How to track your assets through an inventory list and an interactive schematic tool
- How to plan your capital improvement projects

CUPSS User's Guide - Section 9.1

## Why Manage Your Inventory?

- Identify what assets you own and their purpose
- Map out what you have and what other assets are associated with them
- Determine when your assets will need to be replaced

*CUPSS User's Guide – Section 5*

## Think about the Asset Management Plan

Tracking your assets will help you determine which assets are critical to the utility. Your asset management plan can keep a record of all assets and the consequence of their failure.

# Navigate to My Inventory

**Check Up Program for Small Systems (CUPSS)** Set-up | Switch Utility | Create User | Help | Training | Exit

My Home | **My Inventory** | My O & M | My Finances | My Check Up | My CUPSS Plan

Welcome Back Example, Beauty View Acres Subdivision - DW

What would you like to do today?

- Do Some Trainings
- Create or Update My Schematic
- Create or Update My Inventory
- Print My Check Up Reports
- Enter a New Task or Work Order
- Search Asset and Maintenance
- Enter My Finances
- Work on My CUPSS Plan

**My Calendar**  
May 2008

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

**My Messages and Alerts**

Pop-up Messages Are On. Click To Turn Off.

Reminder - Today's Tasks	0
Tasks Currently Past Due	236
Assets Needing Update	0
Number of High Risk Assets	3

*CUPSS User's Guide – Section 5*

# My Inventory Home

**Check Up Program for Small Systems** Set-up | Switch Utility | Create User | Help | Training | Exit

My Home | **My Inventory** | My O & M | My Finances | My Check up | My CUPSS Plan

**Beauty View Acres Subdivision - DW Asset Inventory**

The My Inventory section allows you to create/edit a schematic, create/edit an asset inventory list, view asset information and search your data.

[Create or Edit My Schematic](#) | [View My Inventory List](#) | [Search](#)

[Create or Edit My Inventory List](#) | [View My Capital Improvement Projects](#)

**Beauty View Acres Subdivision - DW Schematic**

**Asset Risk Matrix**

**Inventoried Asset List**

- Source
  - Well#1
  - pump
  - Wellhouse
  - well property
- Pumping Facility
  - Main valve
  - Security
  - Chlorinator
- Treatment
  - Chlorine testing
- Distribution
  - Water Production M...
  - Task
  - Distribution

*CUPSS User's Guide – Section 5*

## Create or Edit My Schematic


**Beauty View Acres Subdivision - DW Asset Inventory**

The My Inventory section allows you to create/edit a schematic, create/edit an asset inventory list, view asset information and search your data.

[Create or Edit My Schematic](#)     [View My Inventory List](#)     [Search](#)  
[Create or Edit My Inventory List](#)     [View My Capital Improvement Projects](#)

**Benefits to My Utility**

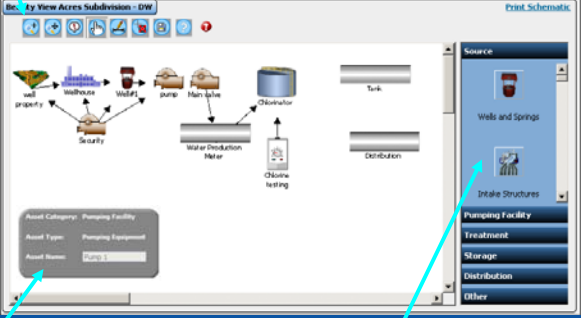
CUPSS includes a schematic of the utility in the My CUPSS Asset Inventory Report and My CUPSS Asset Management Plan. The schematic can be used to provide town officials an overview of the utility.



*CUPSS User's Guide – Section 5*

## Create or Edit My Schematic

**Schematic Editing Buttons**



**Identify Asset**

**Asset Category Images**

*CUPSS User's Guide – Section 5*

# Create or Edit My Inventory List

**Beauty View Acres Subdivision - DW Asset Inventory**

The My Inventory section allows you to create/edit a schematic, create/edit an asset inventory list, view asset information and search your data.

[Create or Edit My Schematic](#)     [View My Inventory List](#)     [Search](#)  
[Create or Edit My Inventory List](#)     [View My Capital Improvement Projects](#)

### Benefits to My Utility

CUPSS includes your asset information in the My CUPSS Asset Management Plan to help you discuss the critical assets and develop capital improvement plan.

*CUPSS User's Guide – Section 5*

# Asset Inventory

**Basic Information** →

**Status and Condition** →


**Cost and Maintenance** →

**Manufacturer and Supplier** →

The screenshot shows the 'Beauty View Acres Subdivision - DW' asset inventory form. It includes sections for:

- Basic Information:** Asset Name, Location, Category, Asset Type, Asset Status, and Notes.
- Status and Condition:** Condition, Endurance, Asset Status, and Replacement options.
- Cost and Maintenance:** Installation Date, Expected Useful Life, Original Cost, Replacement Cost, and Maintenance Cost.
- Manufacturer and Supplier:** Model Number, Supplier, and Manufacturer.

*CUPSS User's Guide – Section 5*



# Print Blank Worksheet

**Check Up Program for Small Systems**

Setup | Switch Utility | Create User | Help | Training |

---

**Enter a New Asset Information** Print Blank Worksheet

The asset inventory form allows you to enter information about your assets. This information will then be used in several of the CUPSS reports and to generate your prioritized asset list.  
(\*) Indicates required fields.

**Basic Information**

Asset Name:  Select Associated Asset:

Location:  Select Associated Location:

Asset Category:  Asset Type:  Select Asset Type:

Notes:

---

**Station and Condition** - Required for Calculate Priority

Condition:  Select Condition Rating:  CoF:  Select CoF Rating:

Redundancy:  Select Redundancy:  Can the asset be repaired?  Yes  No

Asset Status:  Select Status:  Can the asset be rehabilitated?  Yes  No

Select Asset Being Replaced:  New asset in the schematic?  Yes  No

---

**Cost and Maintenance**

Installation Date:  Original Cost:

Expected Useful Life:  Replacement Cost:

Maintained According to Factory Recommendation

---

**Manufacturer and Supplier** - Optional

Model Number:


Supplier:  Select Existing Supplier:  Manufacturer:  Select Existing Manufact.:

Address:

City, State, Zip:  Select state:

Phone, Fax:


CUPSS User's Guide – Section 5



# Blank Drinking Water Worksheet

Inventory List (Drinking Water)	
Asset Name	Location
Associated Asset	Associated Location
Asset Category	
<input type="checkbox"/> Source <input type="checkbox"/> Pumping Facility <input type="checkbox"/> Treatment <input type="checkbox"/> Storage <input type="checkbox"/> Distribution <input type="checkbox"/> Other	
Asset Type	
<input type="checkbox"/> Wells and Springs <input type="checkbox"/> Valves <input type="checkbox"/> Hydrants <input type="checkbox"/> Galleries and Tunnels <input type="checkbox"/> Intake Structures <input type="checkbox"/> Computer Equipment/Software <input type="checkbox"/> Treatment Equipment <input type="checkbox"/> Meters <input type="checkbox"/> Pumping Equipment <input type="checkbox"/> Transformers/Switchgear/Wiring <input type="checkbox"/> Lab/Monitoring Equipment <input type="checkbox"/> Raw Water Reservoirs <input type="checkbox"/> Disinfection Equipment <input type="checkbox"/> Motor Controls/Drives <input type="checkbox"/> Tools and Shop Equipment <input type="checkbox"/> Generators <input type="checkbox"/> Hydropneumatic Tanks <input type="checkbox"/> Concrete & Metal Storage Tanks <input type="checkbox"/> Buildings <input type="checkbox"/> Transportation Equipment <input type="checkbox"/> Liquid Waste Handling & Disposal <input type="checkbox"/> Transmission Mains <input type="checkbox"/> Service Lines <input type="checkbox"/> Security Equipment <input type="checkbox"/> Solid Waste Handling & Disposal <input type="checkbox"/> Distribution Pipes <input type="checkbox"/> Land <input type="checkbox"/> Other	
Asset Status	
<input type="checkbox"/> Active <input type="checkbox"/> Not in Use - Abandoned <input type="checkbox"/> Not in Use - Back Up <input type="checkbox"/> Future Investment	
Can this Asset be Repaired? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Can this Asset be Rehabilitated? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Condition	
<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair (Average) <input type="checkbox"/> Poor <input type="checkbox"/> Very Poor	
Is the asset maintained according to manufacturer recommendations? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Consequence of Failure	
<input type="checkbox"/> Insignificant - CoF of 2 <input type="checkbox"/> Minor - CoF of 4 <input type="checkbox"/> Moderate - CoF of 6 <input type="checkbox"/> Major - CoF of 8 <input type="checkbox"/> Catastrophic - CoF of 10	
Redundancy	
<input type="checkbox"/> 0% Backup <input type="checkbox"/> 50% Backup <input type="checkbox"/> 100% Backup <input type="checkbox"/> 200% Secondary Backup	
Installation Date	Original Cost
Expected Useful Life	Replacement Cost
Routine Maintenance Costs	Timeframe
<input type="checkbox"/> perday <input type="checkbox"/> perweek <input type="checkbox"/> permonth <input type="checkbox"/> peryear <input type="checkbox"/> lifetime	
Optional Information	
Frequency of Routine Maintenance	Start Date
Model Number	Manufacturer
Supplier Name	
Address	City, State, Zip
Phone Number	Fax Number
Notes	


## Blank Wastewater Worksheet



### Inventory List (Wastewater)

Asset Name		Location	
Associated Asset		Associated Location	
Asset Category <input type="checkbox"/> Pumping Facility <input type="checkbox"/> Treatment <input type="checkbox"/> Storage <input type="checkbox"/> Collection <input type="checkbox"/> Other			
Asset Type			
<input type="checkbox"/> Pumping Equipment	<input type="checkbox"/> Transformers/ Switchgears/ Wiring	<input type="checkbox"/> Lab/Monitoring Equipment	<input type="checkbox"/> Galleries and Tunnels
<input type="checkbox"/> Disinfection Equipment	<input type="checkbox"/> Motor Controls/Drives	<input type="checkbox"/> Tools and Shop Equipment	<input type="checkbox"/> Meters
<input type="checkbox"/> Concrete & Metal Storage Tanks	<input type="checkbox"/> Sensors	<input type="checkbox"/> Transportation Equipment	<input type="checkbox"/> Generators
<input type="checkbox"/> Transmission Mains	<input type="checkbox"/> Buildings	<input type="checkbox"/> Security Equipment	<input type="checkbox"/> Liquid Waste Handling & Disposal
<input type="checkbox"/> Valves	<input type="checkbox"/> Service Lines	<input type="checkbox"/> Land	<input type="checkbox"/> Solid Waste Handling & Disposal
<input type="checkbox"/> Computer Equipment/ Software	<input type="checkbox"/> Treatment Equipment	<input type="checkbox"/> Sewers	<input type="checkbox"/> Other
Asset Status			
<input type="checkbox"/> Active <input type="checkbox"/> Not in Use – Abandoned <input type="checkbox"/> Not in Use – Back Up <input type="checkbox"/> Future Investment			
Can this Asset be Repaired? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Can this Asset be Rehabilitated? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Condition			
<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair (Average) <input type="checkbox"/> Poor <input type="checkbox"/> Very Poor			
Is the asset maintained according to manufacturer's recommendations? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Consequence of Failure			
<input type="checkbox"/> Insignificant – CoF of 2 <input type="checkbox"/> Minor – CoF of 4 <input type="checkbox"/> Moderate – CoF of 6 <input type="checkbox"/> Major – CoF of 8 <input type="checkbox"/> Catastrophic – CoF of 10			
Redundancy			
<input type="checkbox"/> 0% Backup <input type="checkbox"/> 50% Backup <input type="checkbox"/> 100% Backup <input type="checkbox"/> 200% Secondary Backup			
Installation Date		Original Cost	
Expected Useful Life		Replacement Cost	
Routine Maintenance Costs		Timeframe	
<input type="checkbox"/> per/day <input type="checkbox"/> per/week <input type="checkbox"/> per/month <input type="checkbox"/> per/year		<input type="checkbox"/> per/day <input type="checkbox"/> per/week <input type="checkbox"/> per/month <input type="checkbox"/> per/year <input type="checkbox"/> lifetime	
Optional Information			
Frequency of Routine Maintenance		Start Date	
Model Number		Manufacturer	
Supplier Name			
Address		City, State, Zip	
Phone Number		Fax Number	
Notes			

## View My Inventory List



**Beauty View Acres Subdivision - DW Asset Inventory**


The My Inventory section allows you to create/edit a schematic, create/edit an asset inventory list, view asset information and search your data.

[Create or Edit My Schematic](#)   [View My Inventory List](#)   [Search](#)  
[Create or Edit My Inventory List](#)   [View My Capital Improvement Projects](#)

### Benefits to My Utility

CUPSS provides you with recommendations on repair, rehab and replace decisions using the condition, EUL, redundancy and CoF. These decisions are used in developing your capital improvement plan section of the My CUPSS Asset Management Plan.

Check Up Program for Small Systems



CUPSS User's Guide – Section 5

## Asset Inventory List

**Beauty View Acres Subdivision - DW Inventory**

The following is a list of assets currently in your inventory. To sort the table click on the column headings. To edit the information, right click on the selected record and click "edit row".

Priority	Asset	Category	AssetType	Condition	Est	Redundancy	Replacement Date
1	Well#1	Source	Wells and Springs	Poor	Catastrophic	0%	2009-02-01
2	pump	Source	Pumping Equip...	Fair (Average)	Catastrophic	0%	2011-02-01
3	Security	Pumping Facility	Pumping Equip...	Good	Minor	0%	2009-02-01
4	Wellhouse	Source	Buildings	Good	Minor	0%	2009-02-01
5	Main valve	Pumping Facility	Pumping Equip...	Fair (Average)	Major	50%	2009-02-01
6	Distribution	Distribution	Distribution Pipes	Good	Major	0%	2032-02-01
7	Tank	Distribution	Distribution Pipes	Fair (Average)	Catastrophic	0%	2035-02-01
8	Chlorine testing	Treatment	Labs / Monitorin...	Excellent	Insignificant	0%	2009-02-01
9	Chlorinator	Pumping Facility	Disinfection Equ...	Fair (Average)	Insignificant	0%	2009-02-01
10	Water Producti...	Distribution	Distribution Pipes	Fair (Average)	Minor	0%	2035-02-01
11	well property	Source	Land	Excellent	Insignificant	0%	2305-02-01

[← Return](#)

*CUPSS User's Guide – Section 5*

## View My Capital Improvement Projects


**Beauty View Acres Subdivision - DW Asset Inventory**

The My Inventory section allows you to create/edit a schematic, create/edit an asset inventory list, view asset information and search your data.

[Create or Edit My Schematic](#)     [View My Inventory List](#)     [Search](#)  
[Create or Edit My Inventory List](#)     [View My Capital Improvement Projects](#)

### Benefits to My Utility

CUPSS calculates financial reserve required for assets needing to be replaced. This will help you complete the Capital Improvement Plan section of the My CUPSS Asset Management and provide you with the necessary information in discussing your financial need with your community early to plan for these improvements.



*CUPSS User's Guide – Section 5*



## Capital Improvement Projects

**Beauty View Acres Subdivision – DW Capital Improvements**

The following is a list of capital improvement projects. Double click or right click on the "Recommended Date" column to change the recommended date and year for the capital improvements. To plan a needed capital improvement, click the "Add Planned Asset" button to be directed to the "Create or Edit My Inventory List" section to enter your asset information. When entering asset information in this section, select "Future Investment" under the "Asset Status" dropdown for the asset to be added to your Capital Improvement Projects.

Priority	Asset	Category	Asset Type	Condition	CoF	Recomm. Action	Recomm. Date
1	Well#1	Source	Wells and Springs	Poor	Catastrophic	Replace	2/1/2008
2	pump	Source	Pumping Equip...	Fair (Average)	Catastrophic	Repair	2/1/2011
3	Security	Pumping Facility	Pumping Equip...	Good	Minor	Replace	2/1/2008
4	Wellhouse	Source	Buildings	Good	Minor	Replace	2/1/2008
5	Main valve	Pumping Facility	Pumping Equip...	Fair (Average)	Major	Replace	2/1/2000
6	Distribution	Distribution	Distribution Pipes	Good	Major	Repair	2/1/2012
7	Tank	Distribution	Distribution Pipes	Fair (Average)	Catastrophic	Repair	2/1/2015
8	Chlorine testing	Treatment	Lab / Monitorin...	Excellent	Insignificant	Replace	2/1/2008
9	Chlorinator	Pumping Facility	Disinfection Equ...	Fair (Average)	Insignificant	Replace	2/1/2008
10	Water Products	Distribution	Distribution Pipes	Fair (Average)	Minor	Repair	2/1/2015
11	well property	Source	Land	Excellent	Insignificant	Repair	2/1/2008

*CUPSS User's Guide – Section 5*

## Search

**Beauty View Acres Subdivision – DW Asset Inventory**


The My Inventory section allows you to create/edit a schematic, create/edit an asset inventory list, view asset information and search your data.

[Create or Edit My Schematic](#)
[View My Inventory List](#)
[Search](#)

[Create or Edit My Inventory List](#)
[View My Capital Improvement Projects](#)

### Benefits to My Utility

CUPSS allows you to export and work with your data. This way you can customize and work with all of the utility data in one location saving you time. In addition, you can use common tools like MS Excel to do additional analysis.



*CUPSS User's Guide – Section 5*

# Search and Report

**Beauty View Acres Subdivision - DW Search And Report**

This screen allows you to query your data for a particular utility and generate an Asset Service Report or a Work Order Report. The first to "Select Report Type" displays the type of information included in each report.

Select Utility:       Select Report Type:

Filter By:

Asset Category:       Asset Type:       Asset Status:

Asset:

Person Assigned to Task:       Task Type:       Task Status:

Task Date Range:  -

CUPSS User's Guide – Section 5

# Search Results

**Beauty View Acres Subdivision - DW Search Results**

The following are the results of your search. Click the column headings to sort the information. A page of results is linked to 300 records. If necessary, click "Next" to see the additional sets of 300 records. Click "Print Report" to view the additional information associated with the tasks and/or assets.

Asset Service Report

Asset	Asset Type	Work Order / Task	Person	Risk	Condition	Implementation Date
Chlorine testing	Lab / Monitoring E	None	None	Low Risk - Routin.	Excellent	2008-02-01
Well#1	Wells and Springs	None	None	High Risk - Immedi.	Poor	2009-09-01
Pump	Pumping Equipment	None	None	High Risk - Immedi.	Good	2011-02-01
Water Production Tank	Distribution Pipes	None	None	Low Risk - Routin.	Fair (Average)	2005-02-01
Distribution Tank	Distribution Pipes	None	None	Medium Risk - Agg.	Good	2006-02-01
Distribution Main valve	Pumping Equipment	None	None	Medium Risk - Agg.	Good	2008-02-01
Wellhouse	Buildings	None	None	High Risk - Immedi.	Fair (Average)	2011-02-01
Well property	Buildings	None	None	Low Risk - Routin.	Good	2006-02-01
Security well property	Security Equipment	None	None	Medium Risk - Agg.	Good	2008-02-01
Chlorinator	Land	None	None	Medium Risk - Agg.	Poor	2007-02-01
Storage Tank	Disinfection Equip.	None	None	Medium Risk - Agg.	Fair (Average)	2008-02-01
	Concrete & Metal	None	None	Medium Risk - Agg.	Good	2009-02-01

CUPSS User's Guide – Section 5

# Asset Inventory


**Benefits to My Utility**

CUPSS provides you with critical assets in the My CUPSS Asset Management Plan based on the risk factors. So be sure to complete the asset inventory forms condition and cost section so you can get a complete picture of the health of a utility's asset to plan for the future.

*CUPSS User's Guide – Section 5*

# CUPSS Example


## My Inventory Exercise



## Poll Question

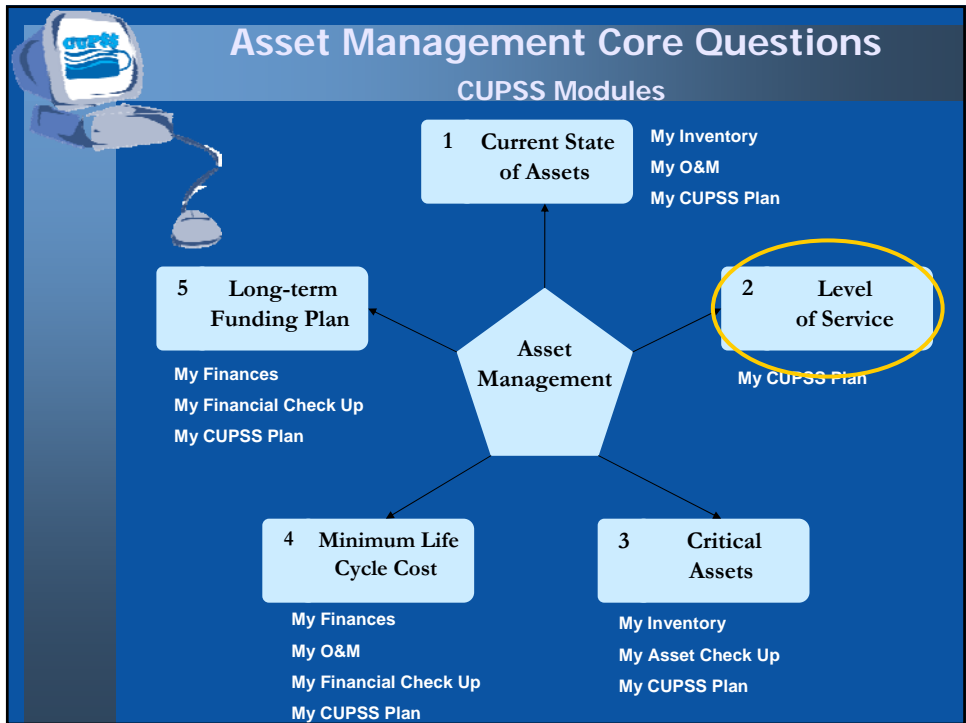
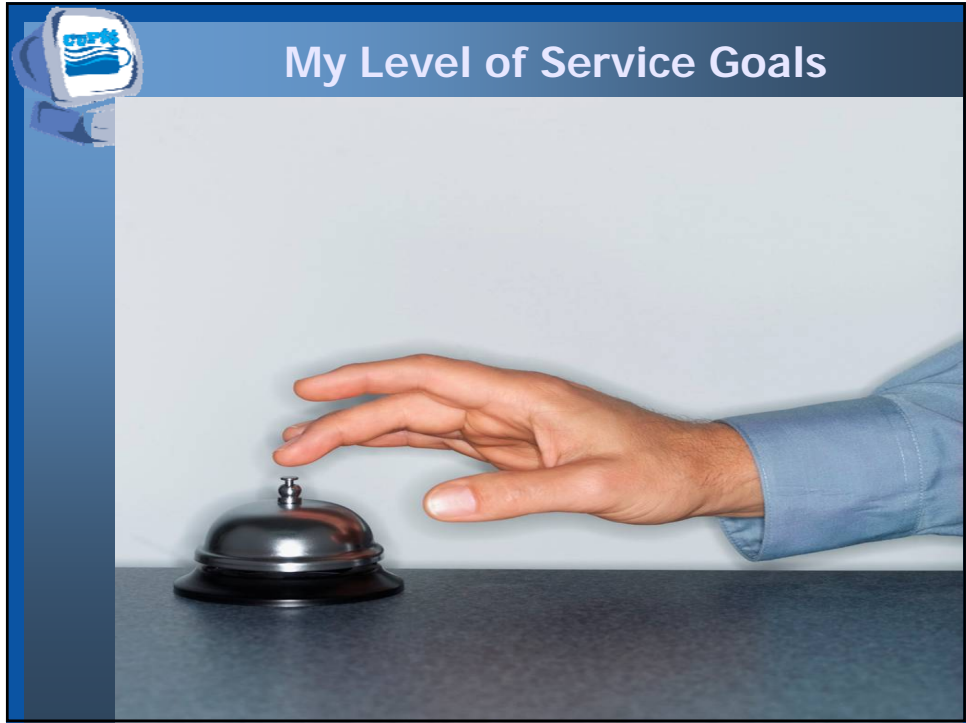
Will you use the schematic tool to create a map for a utility?

- A. Yes
- B. No
- C. Not sure



## CUPSS Example

# Q&A on My Inventory Exercise





## Use Workbook to Identify LOS Goals

- Think of a goal or an area that you would like to improve
  - Use the Getting Started with CUPSS Workbook to write down these goals

**Here is an example:** You have an issue area of “leak or break response time” Your current response time is 24 hours.

**Specific Goal:** Reduce the leak or break response time by 50%

**Goal Date:** One year

**First Step:** Convene a meeting of all utility staff to discuss why the response time is currently 24 hours



## Why Identify LOS Goals?

- Foundation of your asset management plan
- Meeting or exceeding customer expectations helps you improve your ability to recover the full cost of doing business







## Think about the Asset Management Plan



Tracking your level of service goals will help you determine your short- and long-term goals which will enable you establish best practices. Listing these LOS goals in your asset management plan will allow you to prioritize and optimize everyday activities.

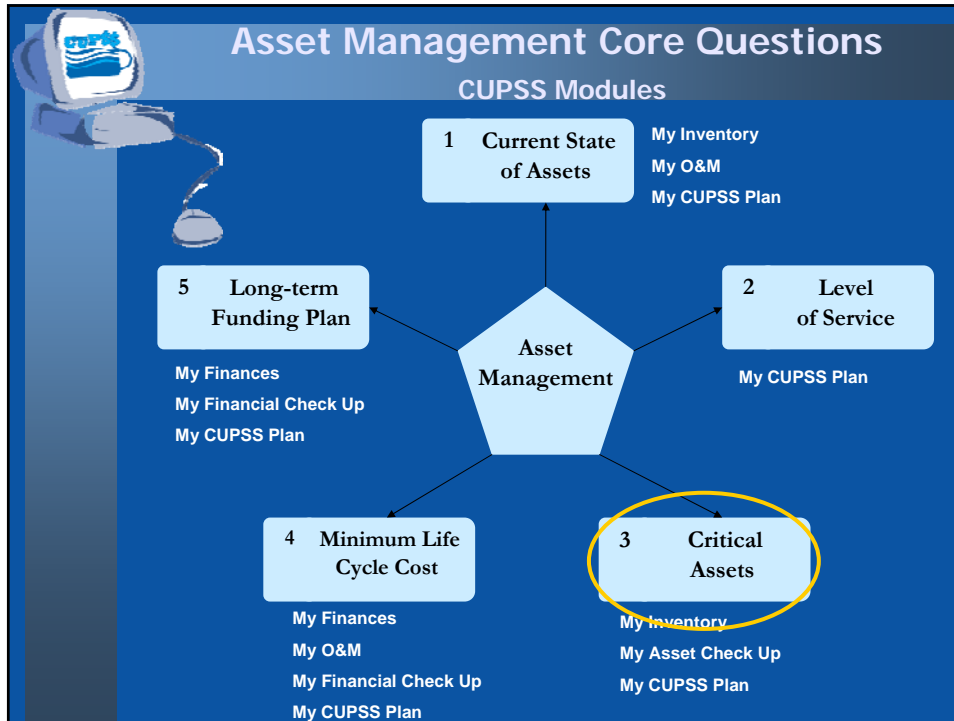


## MY ASSET CHECK UP REPORT



**Benefits to My Utility**

CUPSS reports can be used to present your financial information entered in CUPSS in an organized fashion to your community decision makers and stakeholders.



## My Asset Check Up Report

In the My Asset Check Up Report module, we will be discussing:

- How you prioritize and identify high risk assets
- What role critical assets play in your decision making

*CUPSS User's Guide – Section 8*






## Think about the Asset Management Plan




Tracking your high risk assets will help you identify and prioritize these critical assets. This information will help you improve O&M practices and enhance your long-term planning efforts.



## Why Identify Critical Assets

- Understand the risk of a critical asset failing
- Prioritize maintenance work based on an asset's consequence of failure
- Identify redundancy, or lack thereof, within the utility



*CUPSS User's Guide – Section 8*

## Navigate to My Asset Check Up

The screenshot shows the 'Check Up Program for Small Systems (CUPSS)' web application. The main navigation bar includes: My Home, My Inventory, My O & M, My Finances, My Check Up, and My CUPSS Plan. The 'My Check Up' option is highlighted with a red arrow pointing from the top-left corner of the page.

Below the navigation bar, the user is logged in as 'Example, Beauty View Acres Subdivision - DW'. The main content area is titled 'What would you like to do today?' and contains several task icons: Do Some Training, Enter a New Task or Work Order, Create or Update My Schematic, Search Asset and Maintenance, Create or Update My Inventory, Enter My Finances, Print My Check Up Reports, and Work on My CUPSS Plan. A red arrow points from the top-left corner to the 'Print My Check Up Reports' icon.

On the right side, there is a 'My Calendar' for May 2006 and a 'My Messages and Alerts' section with a green banner that says 'Pop-up Messages Are On. Click To Turn Off.' Below this are summary statistics: Reminder - Today's Tasks (0), Tasks Currently Past Due (236), Assets Needing Update (0), and Number of High Risk Assets (3).

*CUPSS User's Guide – Section 8*

## My Check Up

The screenshot shows the 'My Check Up' page within the CUPSS application. The navigation bar is the same as in the previous screenshot. The main content area is titled 'Beauty View Acres Subdivision - DW Checkup Reports' and contains the following text:


CUPSS can generate two "Check Up" Reports to help you analyze the data entered into CUPSS. These reports can help you communicate with local decision makers and are the first step to developing an asset management plan.

Two report options are presented with icons:

- My Asset Check Up Report**: View and customize your prioritized list of assets. (Icon: notepad and pencil)
- My Financial Check Up Report**: View and customize budget predictions of up to 10 years in the future. (Icon: checkbook and calculator)

A red arrow points from the top-left corner of the page to the 'My Asset Check Up Report' icon.

*CUPSS User's Guide – Section 8*



# Asset Check Up Report

**Beauty View Acres Subdivision - DW Asset Inventory Report**

Select from the criteria below to customize your Asset Check Up Report and click "Print Report".


**Select Utility**

**Include in the Report**

**Select Asset Status to Include**


Active
Not in Use - Abandoned
Not in Use - Back Up
Future Investment


*CUPSS User's Guide – Section 8*



# CUPSS Example


## My Asset Check Up Report Exercise






## CUPSS Example


# Q&A on My Asset Check Up Report Exercise



## Today's Agenda




- Preparing to Use CUPSS
- Session 1
  - Installation
  - Setting Up CUPSS
  - Login & Navigation
  - Help Module
  - My Inventory
  - My Asset Check Up Report
- Session 1 Your CUPSS

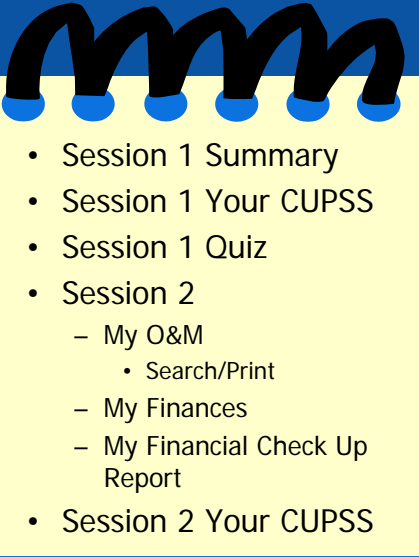


## Your CUPSS


- 1) My Inventory page
  - Inventory List**
    - 1.1) Add two additional assets to the inventory list for the example Drinking Water utility
    - 1.2) Change one daily task to a weekly task
  - Schematic**
    - 1.3) Delete one asset in the schematic
    - 1.4) Add two new assets in the schematic
      1. Link these two assets with the drawing tool
- 2) Help page
  - 2.1) Search for term 'inventory'
- 3) My Asset Report page
  - 3.1) Print a report showing your all assets in the Wastewater example utility



## Agenda for Session 2



- Session 1 Summary
- Session 1 Your CUPSS
- Session 1 Quiz
- Session 2
  - My O&M
    - Search/Print
  - My Finances
  - My Financial Check Up Report
- Session 2 Your CUPSS



Sneak Peak!



## Join Us for Session 2

Learn about entering your O&M tasks  
and finances in Session 2!

**Thursday June 12, 2008**  
**1-3pm EST**