



# U.S. Department of Energy CAIS Quick Reference Guide

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Compatible with CAIS Version 2.5

Available electronically on the CAS Web Site at <http://caisinfo.doe.gov/>

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CAIS is a complex software application that records deferred maintenance and reports it to FIMS. The purpose of this document is to provide concise answers to common questions and issues that CAIS users and administrators have.

**1. What should I do if I have a CAIS question?**

Check the CAIS User Guide first. If you do not already have the latest version of the CAIS User Guide, download it at <http://caisinfo.doe.gov/documents/CAISWebUserGuide.pdf> and review the appropriate section to see if the guide answers your question.

**2. What is the URL for running CAIS?**

<https://caisweb.doe.gov/CAS/>

**3. What is the URL for running CAIS in the Test Area?**

<https://caisweb.doe.gov/CAISTEST/>

**4. I am interested in learning more about CAS/CAIS when I am not able to access the DOE/Site intranet. Is this possible?**

Yes. There is a public website for the CAS/CAIS process. The address is: <http://caisinfo.doe.gov/>. The meeting minutes and presentations from our CA Group Meetings and other valuable information are available from this site.

**5. What is the proper way for our inspectors to conduct a condition assessment?**

Please review the Condition Assessment Survey Manuals available for download from this site: <http://caisinfo.doe.gov/sofdoc.htm> (see the bottom part of the web page).

**6. What do I do if my account is locked?**

If your account is locked, contact the CAIS Administrator for your site. If you are the CAIS Administrator and there is no one else who has administrative privileges for your site, contact either Ken Rowe at 301-903-8644 or Bill Fox at 301-903-8825.

**7. Why is my user's account expired when I reset his/her password?**

The account's password is expired to satisfy headquarters' cyber-security guidelines. When the user logs in, they need to select a new password and their account will work correctly.

**8. How do I re-cost my site?**

Pick one of the reports and run it for the entire site with the re-cost flag set to "Yes". Do NOT use the "Select All" button. If you run a report and select nothing, the report will be run for the entire site.

**9. What is the purpose of the “Select All” button in reporting if we aren’t supposed to use it to select all of the assets for our site?**

This button was added in response to an enhancement request from one of the CAIS users. “Select All” is helpful when filtering the assets to a manageable subset of fewer than 100 entries. It saves time by not requiring that each of the filtered assets be selected. If “Select All” is used for a list of over 500 or so assets, an SQL error will be generated and the report will not run. Use the drop down selections for reporting when possible instead of the “Select All” option.

**10. When do I need to re-cost my site?**

It is necessary to re-cost your site when the costs have been updated or when the values for the adders have been modified. The site must be re-costed as part of the FIMS Export/Upload process as well.

**11. Which cost trumps all?**

Provided that the Inspector Estimated Cost is below the limit value, it takes precedence. The replacement cost is next. The repair cost has lowest precedence.

**12. Is there a guide or list of Condition Assessment terms and definitions?**

Yes. It is in the appendix of the CAIS User Guide and may be downloaded from the CAIS Public website at <http://caisinfo.doe.gov/documents/DOEFMTerminology2.pdf>.