CUPSS

SELF-PACED TRAINING SERIES

CHECK UP PROGRAM FOR SMALL SYSTEMS (CUPSS)

CUPSS SELF-PACED TRAINING SERIES

Similar to the CUPSS Train-the-Trainer webinars, the Self-Paced Training Series allow users to complete six online lessons—which include guided tutorials, videos, and quizzes—to aid their learning of asset management and the CUPSS software.

CUPSS can help small water and/or wastewater systems implement asset management practices. With CUPSS, systems will be able to:

- Create and maintain an inventory of assets
- Manage work orders and maintenance on assets
- Track annual finances and develop 10-year financial projections
- Develop a personalized asset management plan

CUPSS SELF-PACED TRAINING SERIES

LESSON 1	LESSON 2	LESSON 3	LESSON 4	LESSON 5	LESSON 6
Asset Management 101	**Setting Up CUPSS**	**My Inventory & My Asset Check Up Report**	**My O&M**	**My Finances & My Financial Check Up Report**	**My CUPSS Plan**

Asset Management 101

Lesson 1 explains the fundamentals of asset management and how a community can get started. Systems will learn why it's important to:
1. inventory and assess the current state of their assets,
2. establish level of service requirements,
3. identify which assets are most critical,
4. determine minimum life cycle costs, and
5. optimize financing strategies.

Setting Up CUPSS

Lesson 2 demonstrates how small systems can use CUPSS to implement asset management practices and shows how to install the CUPSS software. The lesson includes information on the basic computer requirements needed, how to download and set-up CUPSS onto a personal computer, the different advanced options available to trainers, how to log in to and navigate the software, and the different resources available to help along the way.

My Inventory & My Asset Check Up Report

Lesson 3 shows how the My Inventory module tracks assets through an asset inventory list and an interactive asset schematic tool. Maintaining an inventory allows systems to identify the assets they own and document their condition, map their assets, and set up a replacement schedule through a capital improvement list. This lesson also shows how to create a customized asset report through the My Asset Check Up Report.

My O&M

Lesson 4 shows how operation and maintenance (O&M) tasks can be entered in the My O&M module. Systems learn how to manage their tasks, what information is important to consider in a task, and how to print customized reports about different tasks. This lesson also shows how the search features can be used to display and print reports of assets entered in the My Inventory module and tasks or work orders entered in the My O&M module.

My Finances & My Financial Check Up Report

Lesson 5 shows how to enter annual budgeted and actual revenues and expenses within the My Finances module. This lesson also shows how to develop a 10-year financial projection through the My Financial Check Up Report. This report projects the amount that is needed for capital improvements based on past and current financial statements so that systems can determine their appropriate cost of doing business.

My CUPSS Plan

Lesson 6 introduces the My CUPSS Plan module and shows the steps in developing a customized asset management plan. This lesson also introduces the CUPSS example system, Beauty View Acres, and concludes by showing how systems can use their asset management plans to improve internal system operations, outside communication with decision makers, as well as implementing the other initiatives expected of them.