

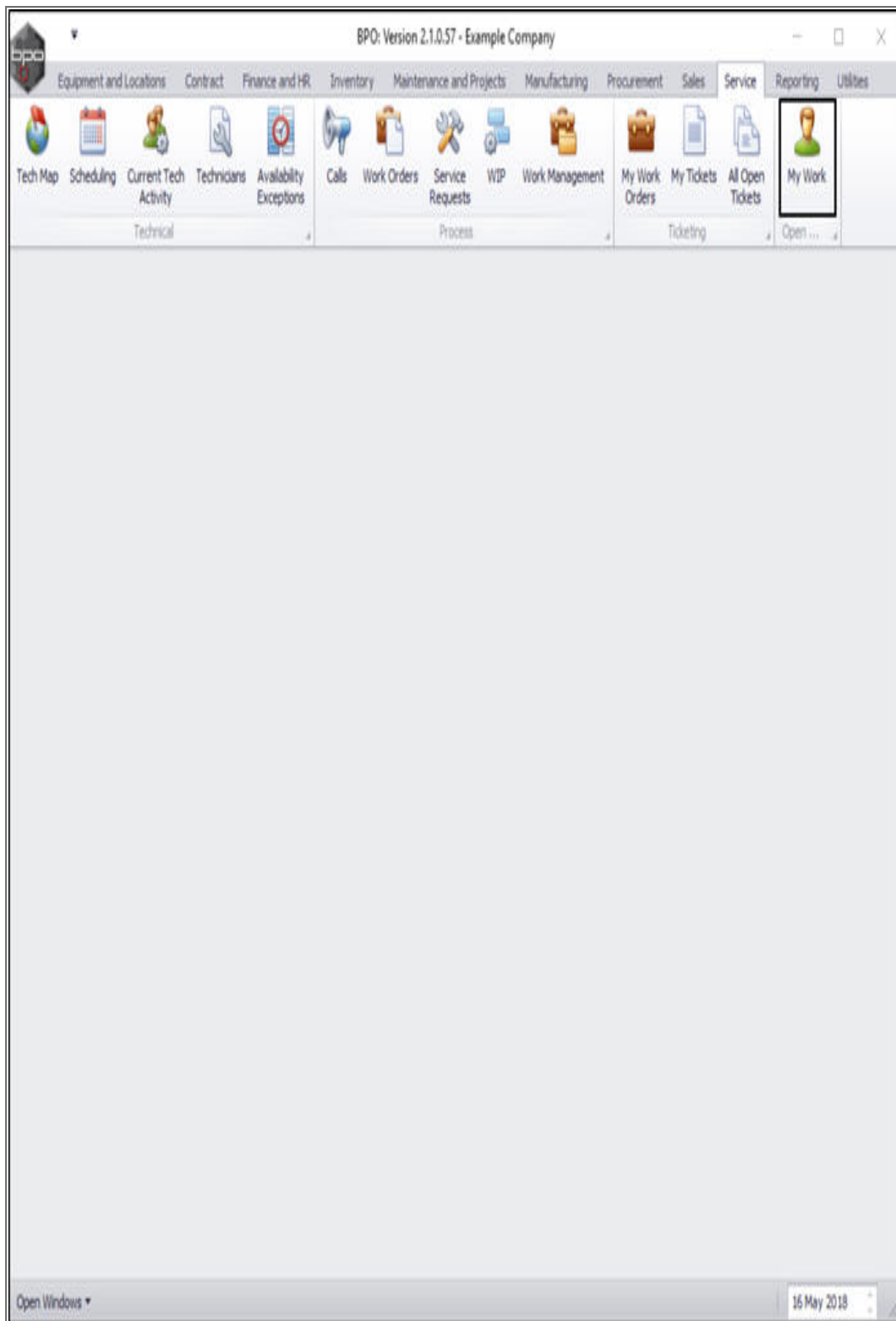
SERVICE

MY WORK – VIEW, EDIT, ADD SCHEDULED MAINTENANCE TASKS

The **My Work** screen deals with work that is assigned to a specific employee, i.e. when an employee is logged in, that employee can only see work orders assigned to themselves.

This screen has similar functionality to the Call screen in that the employee can request parts, services and loan units; book time, travel and expenses; view customer and machine details (including warranty information) and link **scheduled maintenance tasks**.

Ribbon Access: *Service > My Work*



VIEW SCHEDULED MAINTENANCE TASKS

The *My Work* listing screen will be displayed.

- Click on the *row selector* in front of the *work order* that you wish to *view* the scheduled maintenance task(s) of.
- Click on *Edit*.

Help v2.5.1.4 - Pg 4 - Printed: 27/06/2024

- The **Maintain WO - Ref []** screen will be displayed.
- Click on the **Maintenance** tile.

Maintain WO - Ref WO0001663 - BPO: Version 2.1.0.58 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Save Back Save Layout Print

Maintain Format Print

Links

Enter text to search...

Warranties Issued

Instructions

Images

Work in Progress

Maintenance

Processing

Quotes

Orders

Meters

Open Windows

17 May 2018

Description: Copier to be repaired

Requestor: Abigail Mine

WO Type: Repair

Priority: 2

Request Date: 15 May 2018 10:40:28

Status: Open

Billable: ☐

Capitalise: ☐

Work Order Item

Functional Location: Equipment

Item: 19-12345

Comment

Links:

RefType	ReferenceType	ReferenceNo
CALL	Call Reference	
PMNG	Project Reference	

Schedule:

Assigned To: Abigail Mine

Assigned By: Abigail Mine

Scheduled Start: 15 May 2018 10:40:29

Scheduled End: 14 Jun 2018 00:00:00

Actual Start: 14 Jun 2018 00:00:00

Actual End: 14 Jun 2018 00:00:00


Delay Comments: Currently on Schedule

Rectification Code

Rectification Comments

Completion Date: 14 Jun 2018 00:00:00

- The ***Maintenance Methodology for []*** listing screen will be displayed.
- Here you can **view** a list of all the maintenance task(s) **linked** to the selected work order.



Maintenance Methodology for Asset : - BPO: Version 2.1.0.58 - Example Company

Home

Equipment and Locations

Contract

Finance and HR

Inventory

Maintenance and Projects

Manufacturing

Procurement

Sales

Service

Reporting

Utilities

+

+

+

+

+

+

Add

Edit

Delete

Back

Save Layout

Workspaces

Refresh

Processing

Format

Current

Drag a column header here to group by that column


TaskNum	TaskDesc	ScheduleType	ScheduleTypeDesc	MeterCode	Units	ServiceEvery	LastPerfDate	NextPerfDate	IncludeWeekEnds	IncludeHolidays	ExactInterval	MtrBo
TT002	Weekly - Call per WO	T	Time		w	1.00	11 Apr 2017	11 Apr 2017	Yes	No	Yes	
BathBinMaint	Bathroom Bin Maintenance	T	Time		w	1.00	01 Apr 2017	01 May 2017	Yes	Yes	Yes	
TT006	Mono 1000 - Call per WO	C	Condition	Mono_5	Copies	1 000.00			Yes	Yes	Yes	

Open Windows

17 May 2018

EDIT A TIME-BASED SCHEDULED MAINTENANCE TASK

- In the *Maintenance Methodology for []* screen, click on the **row selector** in front of the **task** you wish to **edit**.
- Click on **Edit**.



Maintenance Methodology for Asset : - BPO: Version 2.1.0.58 - Example Company

Home

Equipment and Locations

Contract

Finance and HR

Inventory

Maintenance and Projects

Manufacturing

Procurement

Sales

Service

Reporting

Utilities

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Add

Edit

Delete

Back

Save Layout

Workspaces

Refresh

Processing

Format

Current


Drag a column header here to group by that column

TaskNum	TaskDesc	ScheduleType	ScheduleTypeDesc	MeterCode	Units	ServiceEvery	LastPerfDate	NextPerfDate	IncludeWeekEnds	IncludeHolidays	ExactInterval	MinBo
TT002	Weekly - Call per WO	T	Time		w	1.00	11 Apr 2017	11 Apr 2017	Yes	No	Yes	
BathBinMaint	Bathroom Bin Maintenance	T	Time		w	1.00	01 Apr 2017	01 May 2017	Yes	Yes	Yes	
TT006	Mono 1000 - Call per WO	C	Condition	Mono_5	Copies	1 000.00			Yes	Yes	Yes	

Open Windows ▾

17 May 2018

- The **Edit task schedule** screen will be displayed.
- Select the details that you wish to change in this screen.
 - In this image, the **Last Performed**, **Next Performed**, **Times Completed** and **Factor** details have been selected to be changed.
 - **Note:** You can edit any field that is not greyed out.



Home

Equipment and Locations

Contract

Finance and HR

Inventory

Maintenance and Projects

Manufacturing

Procurement

Sales

Service

Reporting

Utilities

Save

Back

Process

Task Num

BathBinMaint

Schedule Type

T

Time

Units

w

Week/s

Meter

Perform Interval

1

Min Reading

0

Max Reading

0

Last Performed

01 Apr 2017

Include Weekends

☒

Next Performance

01 May 2017

Include Holidays

☒

Times Completed

2

Factor

0

Day Of Week

None

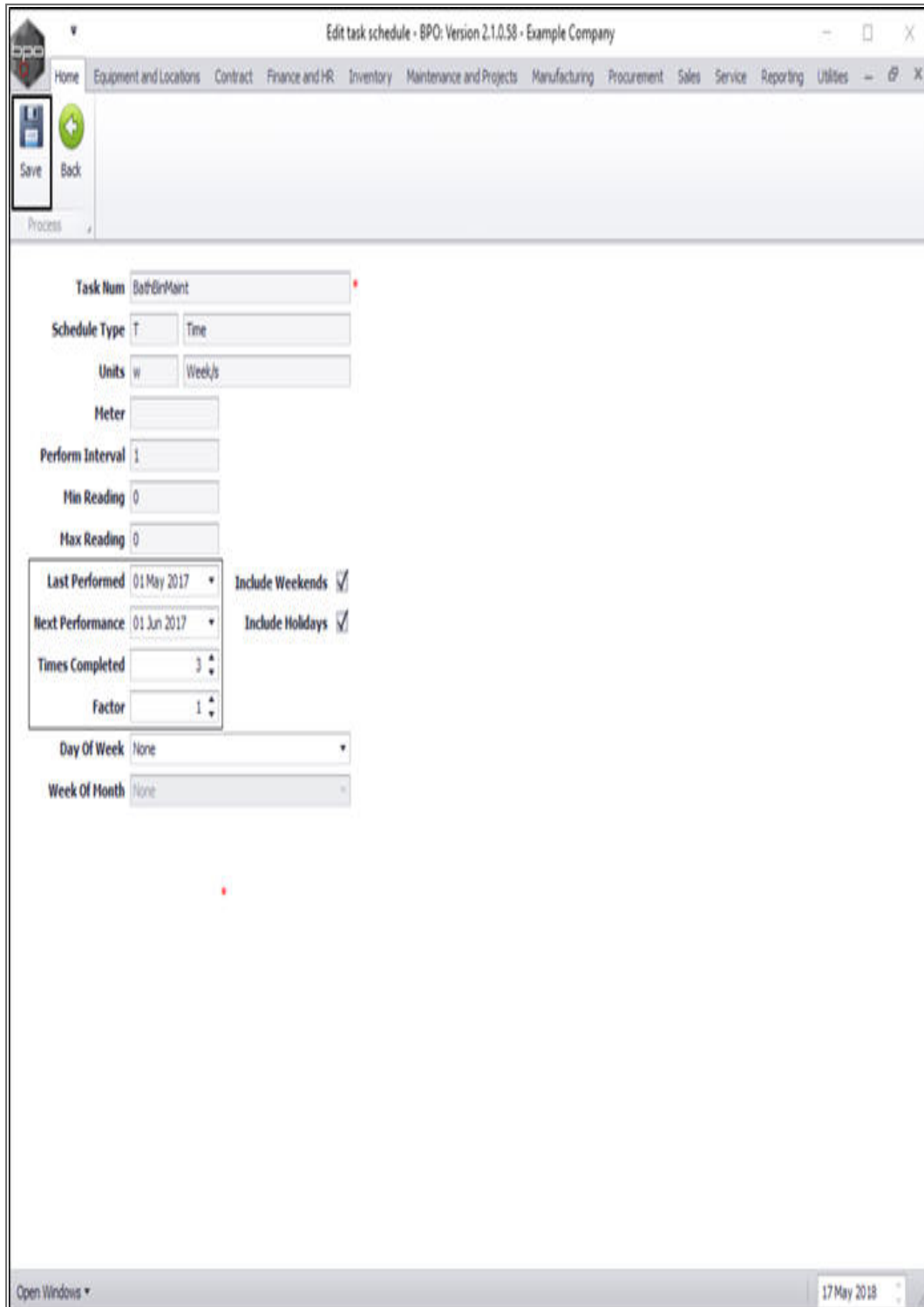
Week Of Month

None

Open Windows

17 May 2018

- When you have finished making the required adjustments, click on **Save**.



Edit task schedule - BPO: Version 2.1.0.58 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Save Back

Process

Task Num BathtubMant

Schedule Type T Time

Units w Weeks

Meter

Perform Interval 1

Min Reading 0

Max Reading 0

Last Performed 01 May 2017 Include Weekends ☒

Next Performance 01 Jun 2017 Include Holidays ☒

Times Completed 3

Factor 1

Day Of Week None

Week Of Month None

Open Windows 17 May 2018

- The edited details will be ***saved*** and you will return to the ***Main-tenance Methodology for []*** screen.
- Here you can ***view*** the updated changes in the ***row*** of the selected task.

Maintenance Methodology for Asset : - BPO: Version 2.1.0.58 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Edit Delete Back Save Layout Workspaces Refresh

Processing Format Current

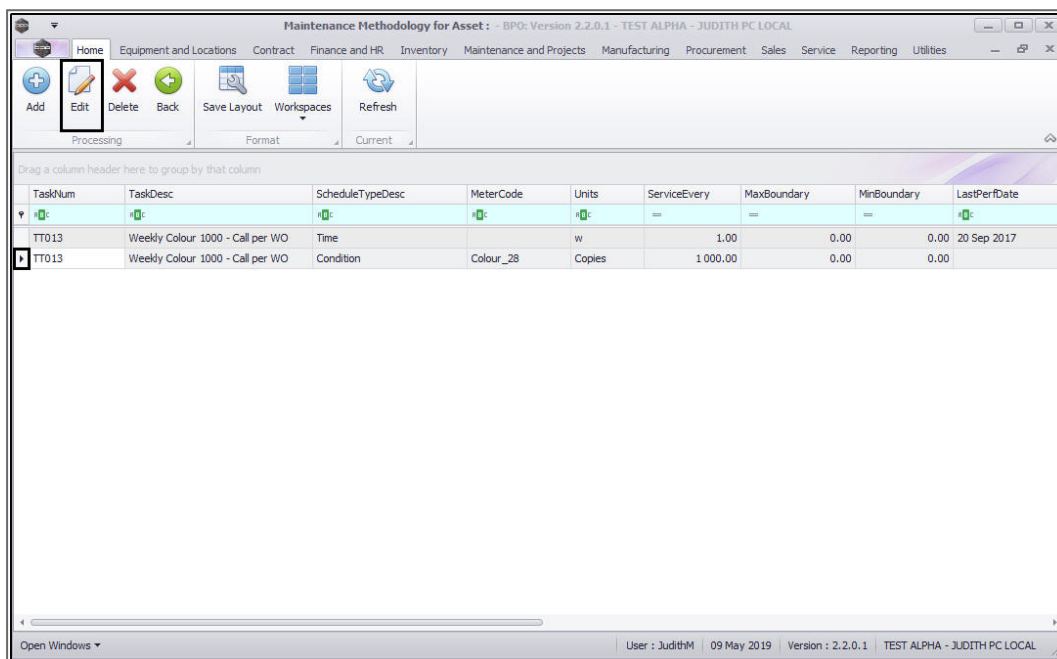
Drag a column header here to group by that column

TaskNum	TaskDesc	ScheduleType	ScheduleTypeDesc	MeterCode	Units	ServiceEvery	LastPerfDate	NextPerfDate	IncludeWeekEnds	IncludeHolidays	ExactInterval	M
TT002	Weekly - Call per WO	T	Time		W	1.00	11 Apr 2017	11 Apr 2017	Yes	No	Yes	
BathBinMaint	Bathroom Bin Maintenance	T	Time		W	1.00	01 May 2017	01 Jun 2017	Yes	Yes	Yes	
TT006	Mono 1000 - Call per WO	C	Condition	Mono_5	Copies	1 000.00			Yes	Yes	Yes	

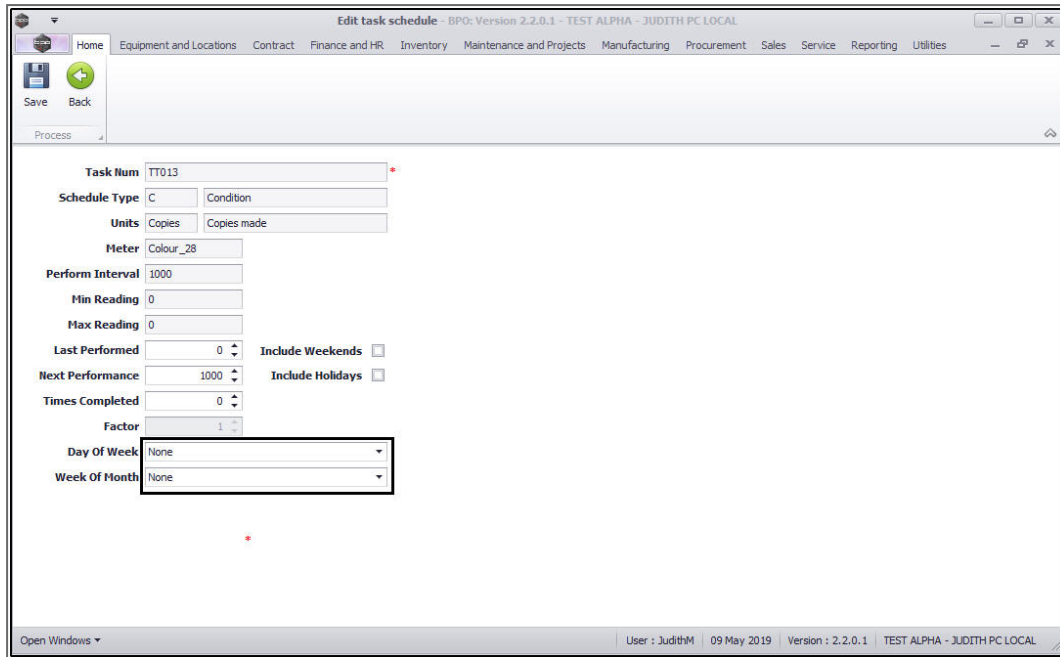
Open Windows 17 May 2018

EDIT A CONDITION-BASED SCHEDULED MAINTENANCE TASK

- In the *Maintenance Methodology for []* screen, click on the **row selector** in front of the **task** you wish to **edit**.
- Click on **Edit**.



- The **Edit task schedule** screen will be displayed.
- Select the details that you wish to change in this screen.
 - In this image, the **Day of week** and **Week of Month** details have been selected to be changed.
 - **Note:** You can edit any field that is not greyed out.



Edit task schedule - BPD: Version 2.2.0.1 - TEST ALPHA - JUDITH PC LOCAL

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Save | Back

Process

Task Num TT013

Schedule Type C Condition

Units Copies Copies made

Meter Colour_28

Perform Interval 1000

Min Reading 0

Max Reading 0

Last Performed 0 **Include Weekends** ☐

Next Performance 1000 **Include Holidays** ☐

Times Completed 0

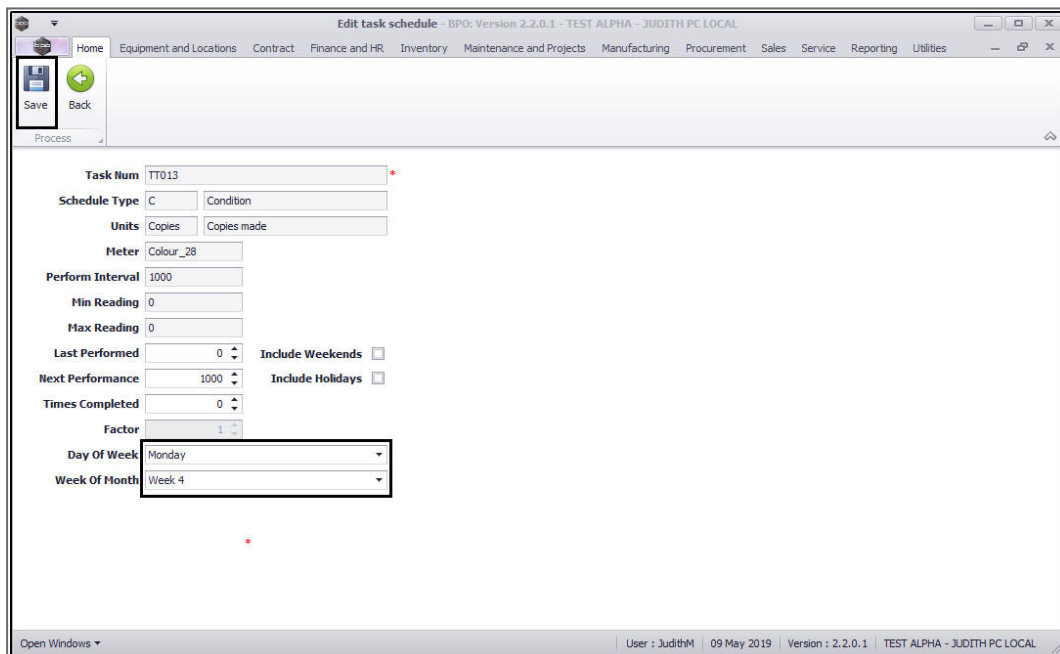
Factor 1

Day Of Week None

Week Of Month None

Open Windows | User : JudithM | 09 May 2019 | Version : 2.2.0.1 | TEST ALPHA - JUDITH PC LOCAL

- When you have finished making the required adjustments, click on **Save**.



Edit task schedule - BPD: Version 2.2.0.1 - TEST ALPHA - JUDITH PC LOCAL

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Save | Back

Process

Task Num TT013

Schedule Type C Condition

Units Copies Copies made

Meter Colour_28

Perform Interval 1000

Min Reading 0

Max Reading 0

Last Performed 0 **Include Weekends** ☐

Next Performance 1000 **Include Holidays** ☐

Times Completed 0

Factor 1

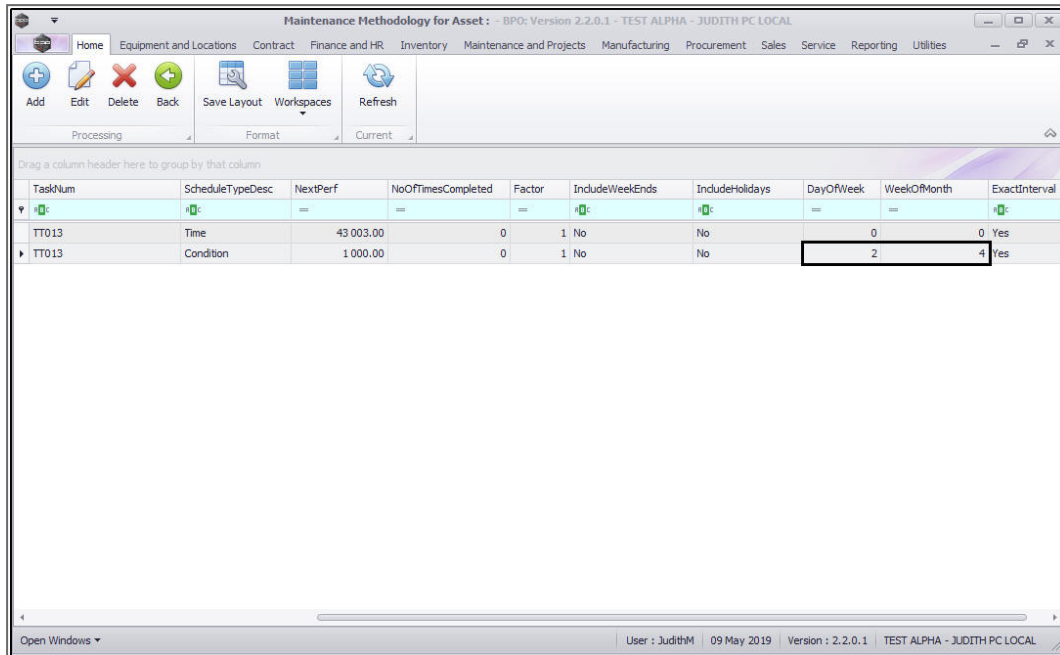
Day Of Week Monday

Week Of Month Week 4

Open Windows | User : JudithM | 09 May 2019 | Version : 2.2.0.1 | TEST ALPHA - JUDITH PC LOCAL

- The edited details will be **saved** and you will return to the **Maintenance Methodology for []** screen.

- Here you can **view** the updated changes in the **row** of the selected task.



TaskNum	ScheduleTypeDesc	NextPerf	NoOfTimesCompleted	Factor	IncludeWeekEnds	IncludeHolidays	DayOfWeek	WeekOfMonth	ExactInterval
TT013	Time	43 003.00	0	1	No	No	0	0	Yes
TT013	Condition	1 000.00	0	1	No	No	2	4	Yes

ADD A TIME-BASED SCHEDULED MAINTENANCE TASK

- In the **My Work** screen, click on the **row selector** in front of the **work order** that you wish to **add** a scheduled maintenance task to.
- Click on **Edit**.

My Work - BPO: Version 2.1.0.58 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Edit Complete Start Save Layout Workspaces Print Call Report Print WO Service History Project Progress View Customer Export Refresh

Processing Format Print View Export Current

Work Orders Work Requests

Drag a column header here to group by that column

WCode	WDescription	SiteName	Status	WOType	WOTypeDesc	OriginRef	OriginDesc	OriginType	CustomerCode	CustomerName	DeptName
WO0001592	RSI V1.27.0.0 - Issue - Part Categ...	Durban	M	DR	Default	PR00000098	Site Inspectio	PMNG	HOP001	Hope Works	Technic
WO0001664	Toner check and clean required	Durban	O	REP	Machine Repairs	CH0000566	Toner required ...	CALL	HOP001	Hope Works	Technic
WO0001616	Created for production batch - test2	Durban	O	MN	Manufacturing						
WO0001662	Machine service required	Durban	O	SERV							
WO0001663	Copier to be repaired	Durban	O	REP	Machine Repairs						

Open Windows ▾ 17 May 2018

- The **Maintain WO - Ref - WO[]** screen will be displayed.
- Click on the **Maintenance** tile.

Maintain WO - Ref WO0001663 - BPO: Version 2.1.0.58 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Save Back Save Layout Print

Maintain Format Print

Links

Enter text to search...

Instructions

Images

Work in Progress

Maintenance

Processing

Quotes

Orders

Invoices

Meters

Open Windows

17 May 2018

Description: Copier to be repaired

Requestor: Abigal Milne

WO Type: Repair

Priority: 2

Request Date: 15 May 2018 10:40:28

Status: 0 - Open

Billable: ☐

Capitalise: ☐

Work Order Item

Functional Location: ☐ Equipment: ☒

Item: 19-12345

Comment:

Links:

RefType	ReferenceType	ReferenceNo
I CALL	Call Reference	
PMWG	Project Reference	

Schedule:

Assigned To: Abigal Milne

Assigned By: Abigal Milne

Scheduled Start: 15 May 2018 10:40:29

Scheduled End: 14 Jun 2018 00:00:00

Actual Start: 14 Jun 2018 00:00:00

Actual End: 14 Jun 2018 00:00:00

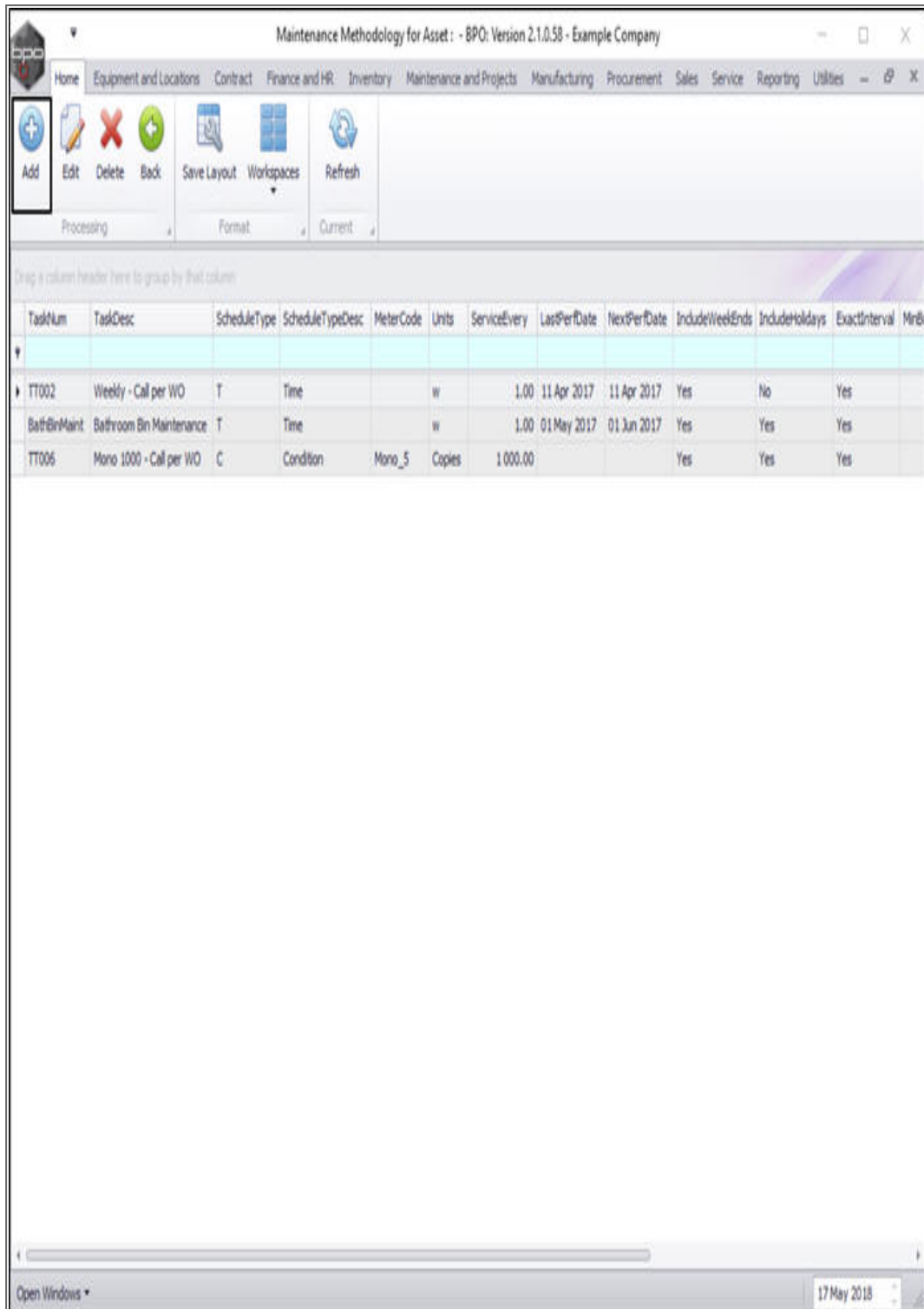
Delay Comments: Currently on Schedule

Rectification Code:

Rectification Comments:

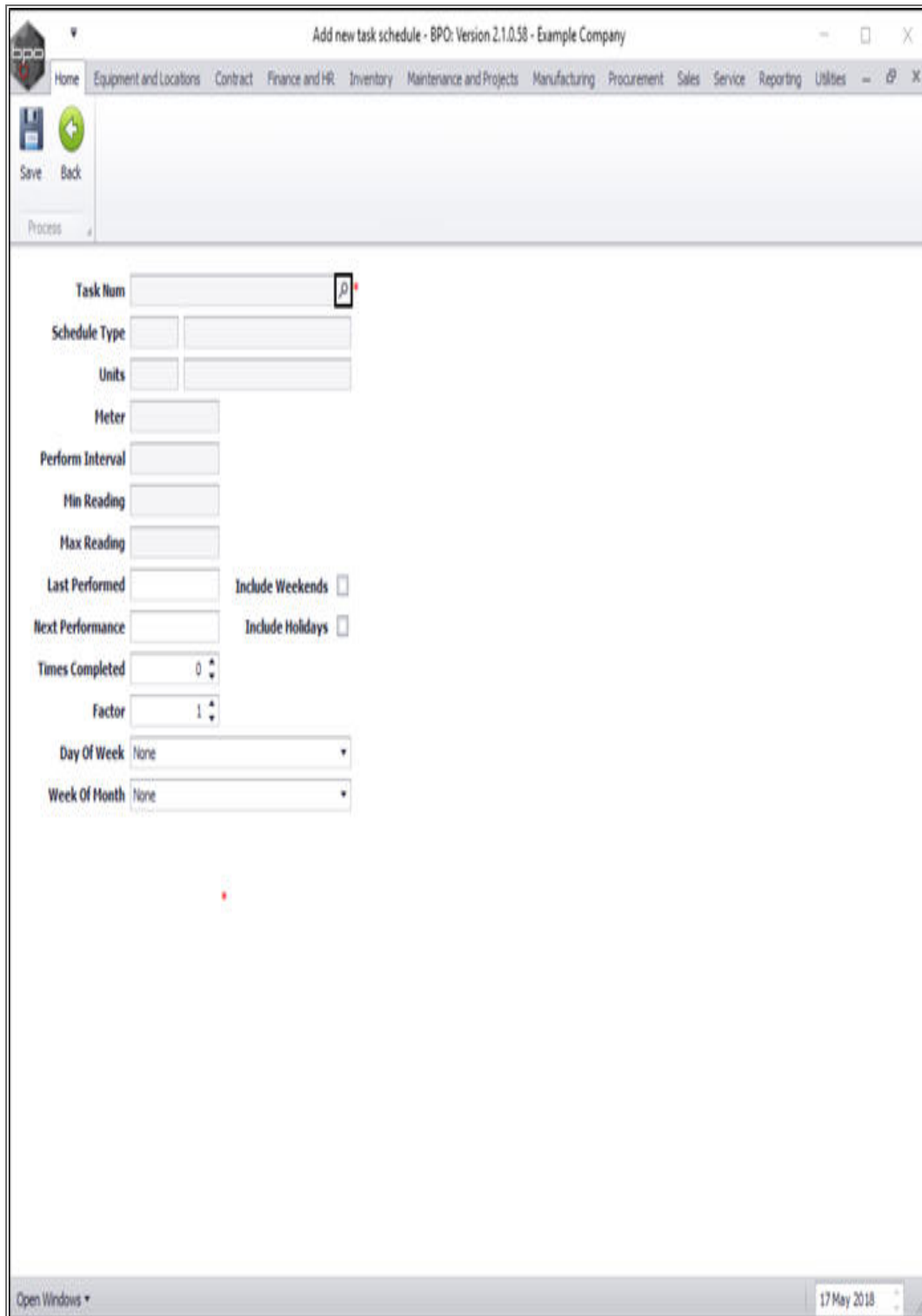
Completion Date: 14 Jun 2018 00:00:00

- The **Maintenance Methodology for []** screen will be displayed.
- Click on **Add**.



TaskNum	TaskDesc	ScheduleType	ScheduleTypeDesc	MeterCode	Units	ServiceEvery	LastPerfDate	NextPerfDate	IncludeWeekEnds	IncludeHolidays	ExactInterval	MinBk
TT002	Weekly - Call per WO	T	Time		w	1.00	11 Apr 2017	11 Apr 2017	Yes	No	Yes	
BathBinMaint	Bathroom Bin Maintenance	T	Time		w	1.00	01 May 2017	01 Jun 2017	Yes	Yes	Yes	
TT006	Mono 1000 - Call per WO	C	Condition	Mono_5	Copies	1,000.00			Yes	Yes	Yes	

- The **Add new task schedule** screen will be displayed.
- Click on the **search** button in the **Task Num** field.



Task Num

Schedule Type

Units

Meter

Perform Interval

Min Reading

Max Reading

Last Performed Include Weekends ☐

Next Performance Include Holidays ☐

Times Completed

Factor

Day Of Week

Week Of Month

Open Windows 17 May 2018

- The **Select the task schedule** pop up screen will appear.
- Click on the **row selector** in front of the **task schedule** that you wish to **add** to the work order.
- Click on **Ok**.

Add new task schedule - BPO: Version 2.1.0.58 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Save Back

Process

Task Num

Schedule Type

Units

Meter

Perform Interval

Min Reading

Max Reading

Last Performed

Next Performance

Times Completed 0

Factor 1

Day Of Week None

Week Of Month None

Select the task schedule

Home

Ok Back Save Layout


Process Format

Drag a column header here to group by that column

TaskNum	TaskDesc	ScheduleTypeDesc	MeterCode	Units	UnitsDesc	ServiceEv...	Max
3MS	3 Month Service	Time		m	Month/s	3.00	
3MS	3 Month Service	Condition	Mono_5	Copies	Copies made	15 000.00	
1MMS	1 Month Machine Service	Time		m	Month/s	1.00	
1MMS	1 Month Machine Service	Condition	Mono_5	Copies	Copies made	1 000.00	
WS	Weekly Service	Time		w	Week/s	1.00	
AirMaint	Airfreshner Maintenance	Time		w	Week/s	2.00	
Weekly	WeekMondaySoap	Time		w	Week/s	1.00	
2MS	2 month service	Time		m	Month/s	2.00	
Tier	Commercial Tier Test	Time		m	Month/s	1.00	
6MS-MFC-100	6 month service - multifunction copiers	Condition	Colour_5	Copies	Copies made	1 000.00	
TT0001	Daily - Call per WO	Time		d	Day/s	1.00	
TT003	Monthly - Call per WO	Time		m	Month/s	1.00	
TT004	Bi-annually - Call per WO	Time		2yy	Bi-annual	1.00	
TT005	Yearly - Call per WO	Time		yyyy	Years	1.00	
TT007	Colour 1000 - Call per WO	Condition	Colour_5	Copies	Copies made	1 000.00	
TT008	Mono 1000, Colour 1000 - Call per WO	Condition	Mono_5	Copies	Copies made	1 000.00	
TT008	Mono 1000, Colour 1000 - Call per WO	Condition	Colour_5	Copies	Copies made	1 000.00	
TT009	Daily, Mono 1000 - Call per WO	Time		d	Day/s	1.00	
TT009	Daily, Mono 1000 - Call per WO	Condition	Mono_5	Copies	Copies made	1 000.00	
TT010	Daily, Colour 1000 - Call per WO	Time		d	Day/s	1.00	
TT010	Daily, Colour 1000 - Call per WO	Condition	Colour_5	Copies	Copies made	1 000.00	
TT011	Daily, Mono 1000, Colour 1000 - Call p...	Time		d	Day/s	1.00	

Open Windows

- **Task Num:** This will now auto populate with the selected task schedule number.
- **Schedule Type:** This will now auto populate with the selected task schedule type.
- **Units:** This will now auto populate with the unit type set up on the selected task schedule.
- **Meter:** This will be blank since we are adding a time based scheduled maintenance task.
- **Perform Interval:** This will now auto populate with the performance interval condition set up on the selected task schedule.
- **Min Reading:** This will now auto populate with the minimum reading set up on the selected task schedule if applicable.
- **Max Reading:** This will now auto populate with the maximum reading set up on the selected task schedule if applicable.



Home

Equipment and Locations

Contract

Finance and HR

Inventory

Maintenance and Projects

Manufacturing

Procurement

Sales

Service

Reporting

Utilities

Save

Back

Process

Add new task schedule - BPO: Version 2.1.0.58 - Example Company

Task Num

IMMS

Schedule Type

T

Time

Units

m

Month/s

Meter

Perform Interval

1.00000

Min Reading

0.00000

Max Reading

0.00000

Last Performed

17 May 2018

Include Weekends

☐

Next Performance

17 May 2018

Include Holidays

☐

Times Completed

0

Factor

1

Day Of Week

None


Week Of Month

None

Open Windows

17 May 2018

- **Last Performed:** Click in this text box and either type in or use the arrow indicators to select the last performed date.
- **Next Performed:** Click in this text box and either type in or use the arrow indicators to select the next performance date.
- **Times Completed:** Click in this text box and either type in or use the arrow indicators to select the times this task schedule has been completed.
- **Factor:** Click in this text box and either type in or use the arrow indicators to select the factor.
- **Day of the Week:** Click on the drop-down arrow in this text box and select the day of the week that you would prefer this task schedule to be performed. If there is no preferred day then select '*None*'.
- **Week of the Month:** Click on the drop-down arrow in this text box and select the week of the month that you would prefer this task schedule to be performed. If there is no preferred week then select '*None*'.
- **Include Weekends:** Click in this check box if you want this task schedule to be performed on the next performance day even if this day falls on a weekend.
- **Include Holidays:** Click in this check box if you want this task schedule to be performed on the next performance day even if this day falls on a (public) holiday.



Home

Equipment and Locations

Contract

Finance and HR

Inventory

Maintenance and Projects

Manufacturing

Procurement

Sales

Service

Reporting

Utilities

Save

Back

Process

Add new task schedule - BPO: Version 2.1.0.58 - Example Company

Task Num

IMMS

Schedule Type

T

Time

Units

m

Month/s

Meter

Perform Interval

1.00000

Min Reading

0.00000

Max Reading

0.00000

Last Performed

17 May 2018

Include Weekends

☐

Next Performance

17 May 2018

Include Holidays

☐

Times Completed

0

Factor

1

Day Of Week

None

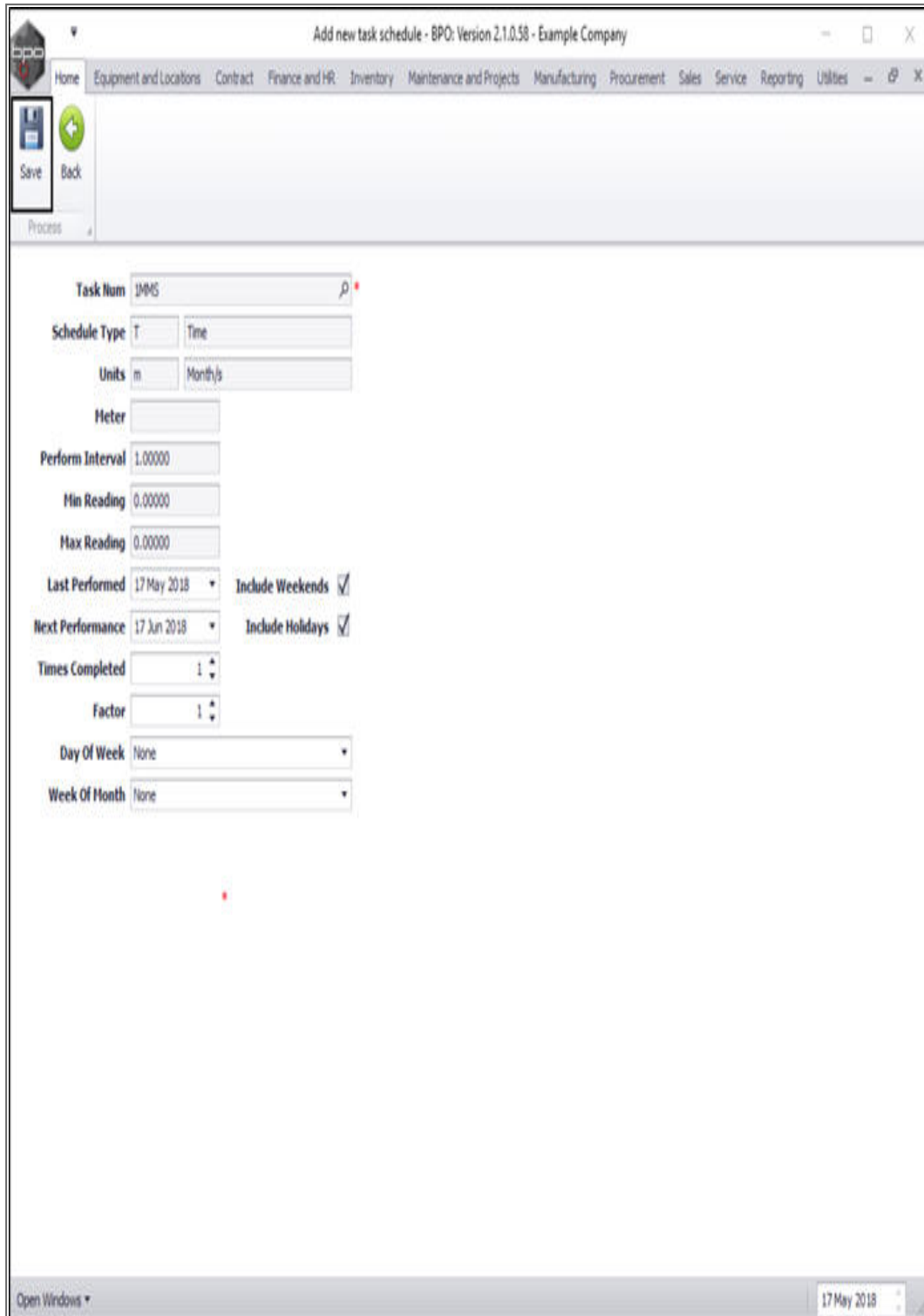
Week Of Month

None

Open Windows

17 May 2018

- When you have finished completing the new task schedule details, click on **Save**.



Task Num: JMM5

Schedule Type: T

Units: m

Meter:

Perform Interval: 1.00000

Min Reading: 0.00000

Max Reading: 0.00000

Last Performed: 17 May 2018

Next Performance: 17 Jun 2018

Times Completed: 1

Factor: 1

Day Of Week: None

Week Of Month: None

Include Weekends: ☒

Include Holidays: ☒

Open Windows

17 May 2018

- The task schedule details will be ***saved*** and you will return to the ***Maintenance Methodology for []*** listing screen.
- You can now ***view*** the newly added task schedule details in this screen.



Maintenance Methodology for Asset : - BPO: Version 2.1.0.58 - Example Company

Home

Equipment and Locations

Contract

Finance and HR

Inventory

Maintenance and Projects

Manufacturing

Procurement

Sales

Service

Reporting

Utilities

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Add

Edit

Delete

Back

Save Layout

Workspaces

Refresh

Processing

Format

Current

Drag a column header here to group by that column

TaskNum	TaskDesc	ScheduleType	ScheduleTypeDesc	MeterCode	Units	ServiceEvery	LastPerfDate	NextPerfDate	IncludeWeekEnds	IncludeHolidays	ExactInterval	MnB
TT002	Weekly - Call per WO	T	Time		w	1.00	11 Apr 2017	11 Apr 2017	Yes	No	Yes	
BathBinMaint	Bathroom Bin Maintenance	T	Time		w	1.00	01 May 2017	01 Jun 2017	Yes	Yes	Yes	
TT006	Mono 1000 - Call per WO	C	Condition	Mono_5	Copies	1,000.00			Yes	Yes	Yes	
IMMS	1 Month Machine Service	T	Time		m	1.00	17 May 2018	17 Jun 2018	Yes	Yes	Yes	

Open Windows

17 May 2018

ADD A CONDITION-BASED SCHEDULED MAINTENANCE TASK

- In the *My Work* screen, click on the *row selector* in front of the *work order* that you wish to *add* a scheduled maintenance task to.
- Click on *Edit*.

My Work - BPO: Version 2.1.0.58 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Edit Complete Start Save Layout Workspaces Print Call Report Print WO Service History Project Progress View Customer Export Refresh

Processing Format Print View Export Current

Work Orders Work Requests

Drag a column header here to group by that column

WCode	WDescription	SiteName	Status	WOType	WOTypeDesc	OriginRef	OriginDesc	OriginType	CustomerCode	CustomerName	DeptName
WO0001592	RSI V1.27.0.0 - Issue - Part Categ...	Durban	M	DR	Default	PR00000098	Site Inspectio	PMNG	HOP001	Hope Works	Technic
WO0001664	Toner check and clean required	Durban	O	REP	Machine Repairs	CH0000566	Toner required ...	CALL	HOP001	Hope Works	Technic
WO0001616	Created for production batch - test2	Durban	O	MN	Manufacturing						
WO0001662	Machine service required	Durban	O	SERV							
WO0001663	Copier to be repaired	Durban	O	REP	Machine Repairs						

Open Windows ▾ 17 May 2018

- The ***Maintain WO - Ref - WO[]*** screen will be displayed.
- Click on the ***Maintenance*** tile.

Maintain WO - Ref WO0001663 - BPO: Version 2.1.0.58 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Save Back Save Layout Print

Maintain Format Print

Links

Enter text to search...

Instructions

Images

Work in Progress

Maintenance

Processing

Quotes

Orders

Invoices

Meters

Open Windows

17 May 2018

Description: Copier to be repaired

Requestor: Abigail Milne

WO Type: Repair

Priority: 2

Request Date: 15 May 2018 10:40:28

Status: 0 - Open

Billable: ☐

Capitalise: ☐

Work Order Item

Functional Location: ☐ Equipment: ☒

Item: 19-12345

Comment:

Links:

RefType	ReferenceType	ReferenceNo
I CALL	Call Reference	
PMWG	Project Reference	

Schedule:

Assigned To: Abigail Milne

Assigned By: Abigail Milne

Scheduled Start: 15 May 2018 10:40:29

Scheduled End: 14 Jun 2018 00:00:00

Actual Start: 14 Jun 2018 00:00:00

Actual End: 14 Jun 2018 00:00:00

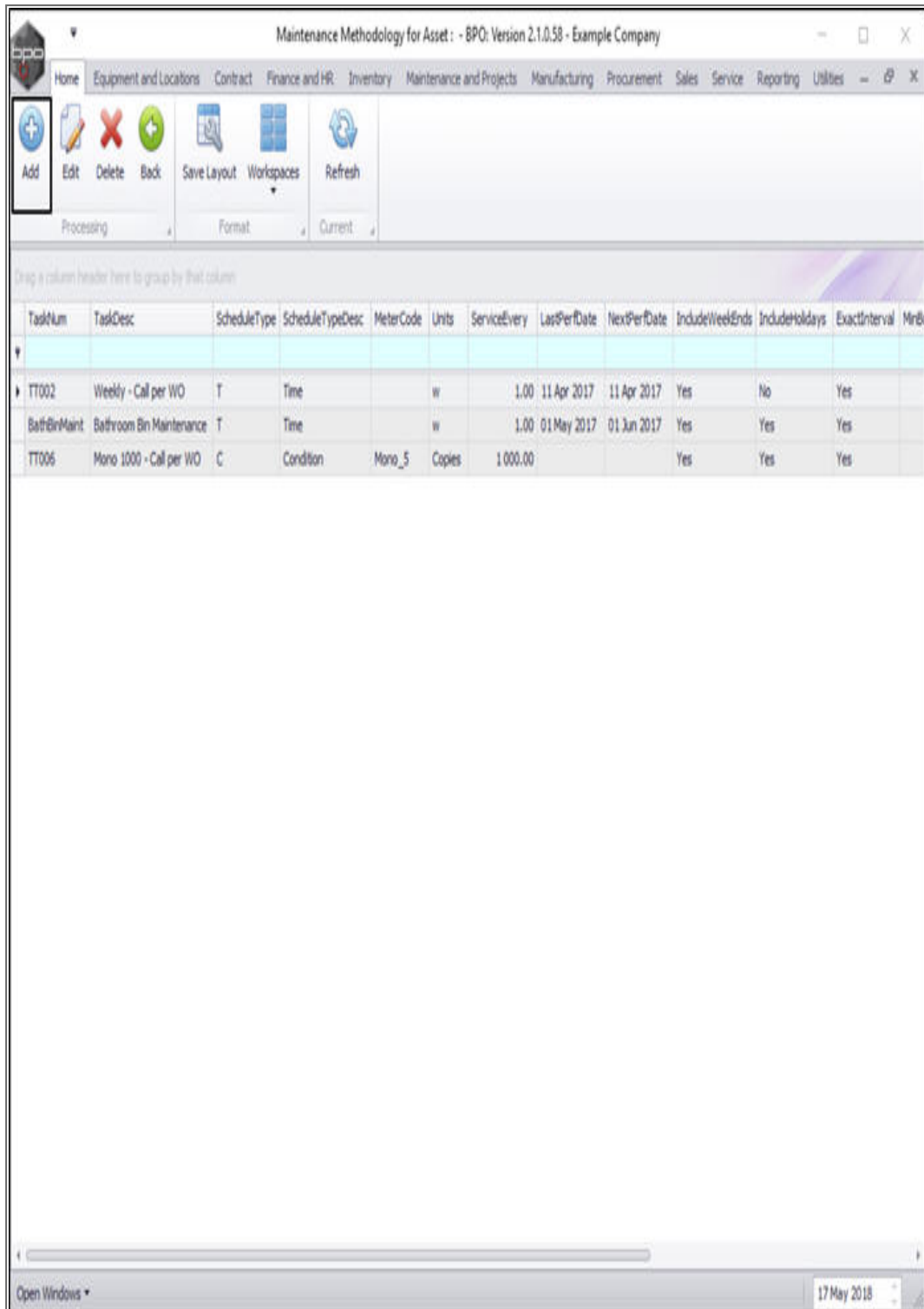
Delay Comments: Currently on Schedule

Rectification Code:

Rectification Comments:

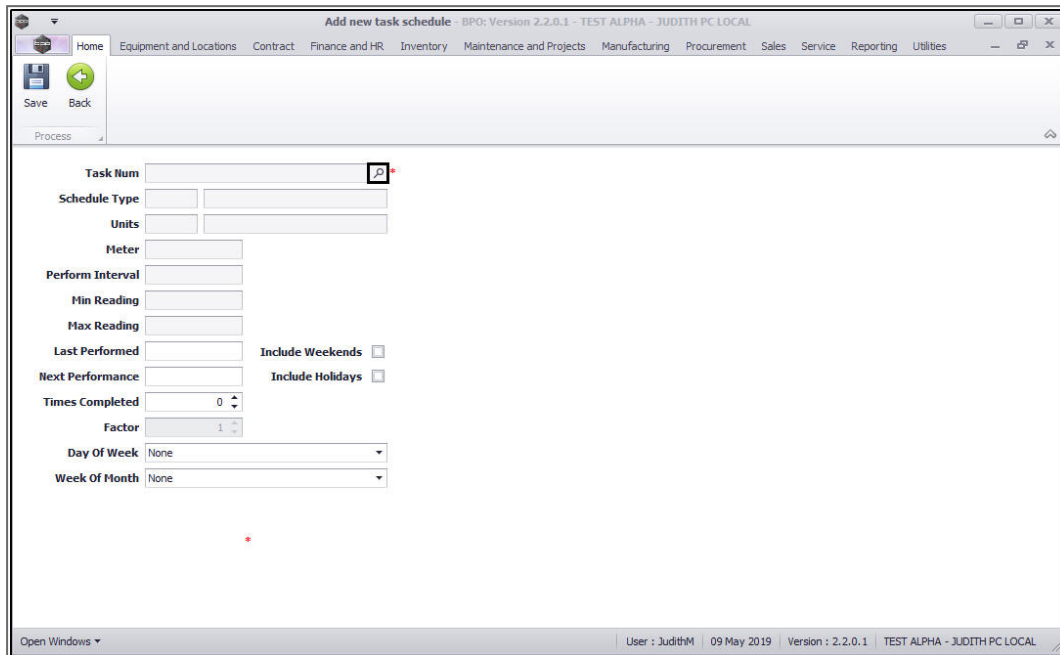
Completion Date: 14 Jun 2018 00:00:00

- The **Maintenance Methodology for []** screen will be displayed.
- Click on **Add**.

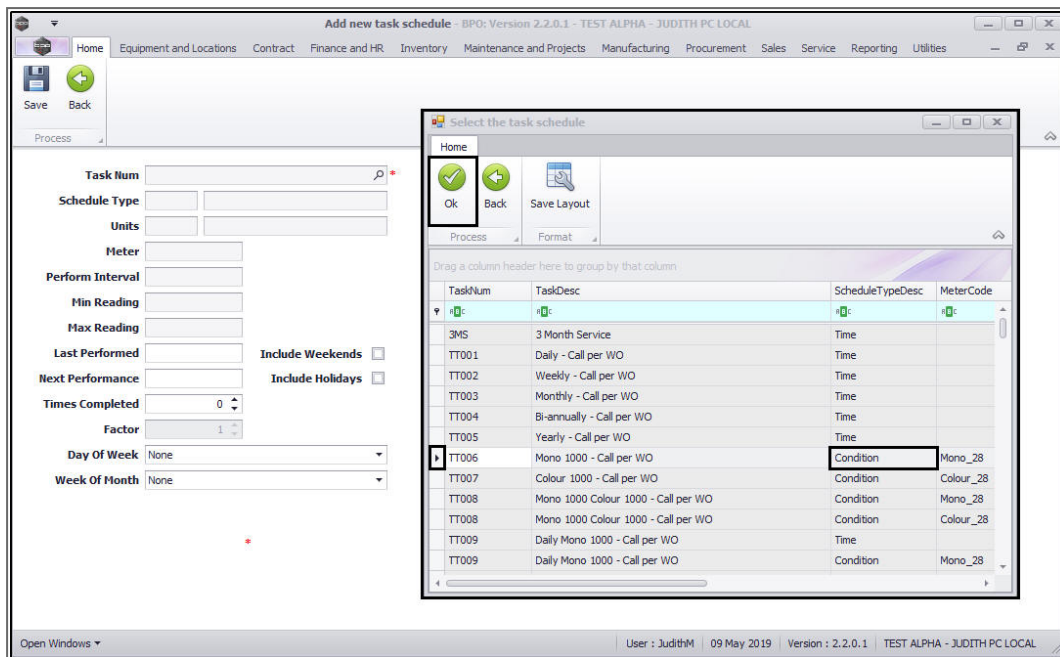


TaskNum	TaskDesc	ScheduleType	ScheduleTypeDesc	MeterCode	Units	ServiceEvery	LastPerfDate	NextPerfDate	IncludeWeekEnds	IncludeHolidays	ExactInterval	MinBk
TT002	Weekly - Call per WO	T	Time		w	1.00	11 Apr 2017	11 Apr 2017	Yes	No	Yes	
BathBinMaint	Bathroom Bin Maintenance	T	Time		w	1.00	01 May 2017	01 Jun 2017	Yes	Yes	Yes	
TT006	Mono 1000 - Call per WO	C	Condition	Mono_5	Copies	1,000.00			Yes	Yes	Yes	

- The **Add new task schedule** screen will be displayed.
- Click on the **search** button in the **Task Num** field.



- The **Select the task schedule** pop up screen will appear.
- Click on the **row selector** in front of the **task schedule** that you wish to **add** to the work order.
- Click on **Ok**.



Add new task schedule - BPO: Version 2.2.0.1 - TEST ALPHA - JUDITH PC LOCAL

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Save | Back

Process

Task Num:

Schedule Type:

Units:

Meter:

Perform Interval:

Min Reading:

Max Reading:

Last Performed:

Next Performance:

Times Completed:

Factor:

Day Of Week:

Week Of Month:

Include Weekends: ☐

Include Holidays: ☐

Select the task schedule.

Home | Ok | Back | Save Layout

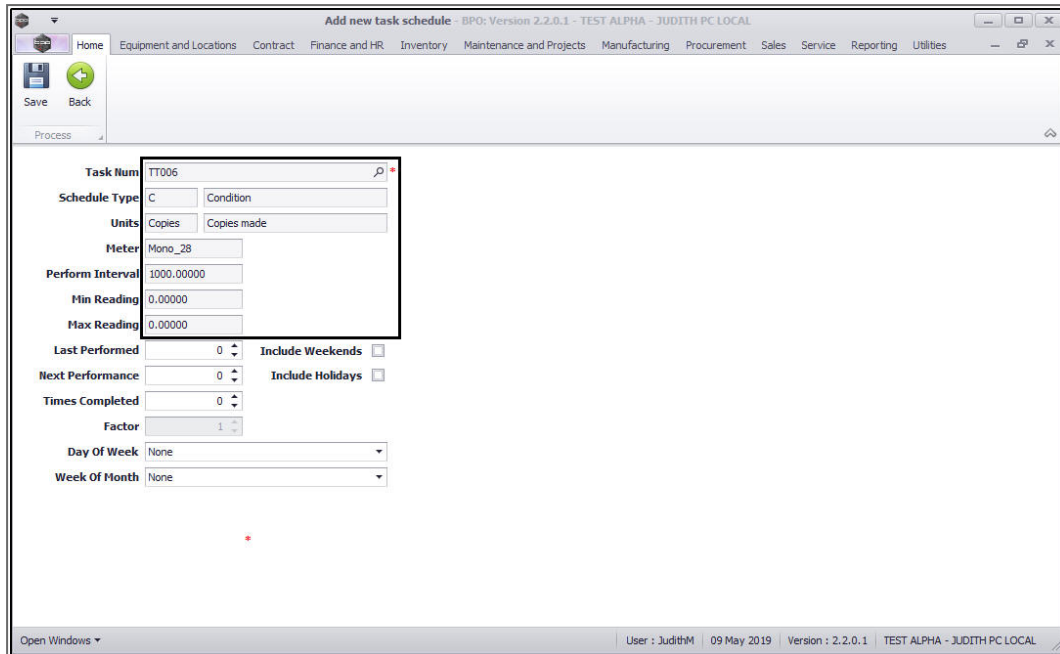
Process | Format

Drag a column header here to group by that column.

TaskNum	TaskDesc	ScheduleTypeDesc	MeterCode
3MS	3 Month Service	Time	
TT001	Daily - Call per WO	Time	
TT002	Weekly - Call per WO	Time	
TT003	Monthly - Call per WO	Time	
TT004	Bi-annually - Call per WO	Time	
TT005	Yearly - Call per WO	Time	
TT006	Mono 1000 - Call per WO	Condition	Mono_28
TT007	Colour 1000 - Call per WO	Condition	Colour_28
TT008	Mono 1000 Colour 1000 - Call per WO	Condition	Mono_28
TT009	Daily Mono 1000 - Call per WO	Time	
TT009	Daily Mono 1000 - Call per WO	Condition	Mono_28

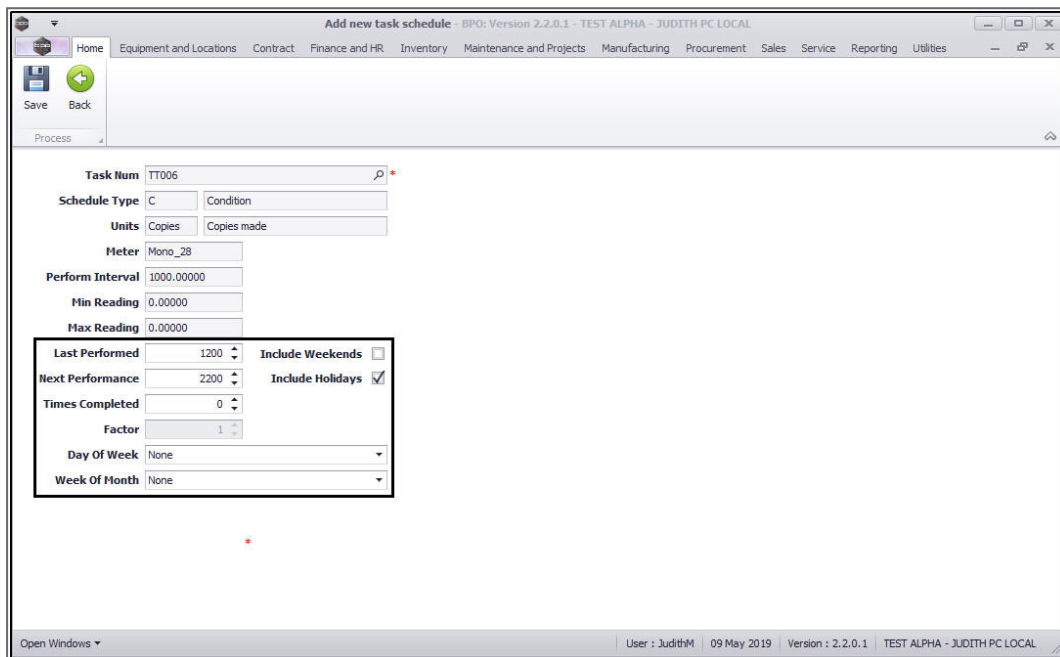
Open Windows | User: JudithM | 09 May 2019 | Version: 2.2.0.1 | TEST ALPHA - JUDITH PC LOCAL

- **Task Num:** This will now auto populate with the selected task schedule number.
- **Schedule Type:** This will now auto populate with the selected task schedule type.
- **Units:** This will now auto populate with the unit type set up on the selected task schedule.
- **Meter:** This will now auto populate with the meter type set up on the selected task schedule.
- **Perform Interval:** This will now auto populate with the performance interval condition set up on the selected task schedule.
- **Min Reading:** This will now auto populate with the minimum reading set up on the selected task schedule if applicable.
- **Max Reading:** This will now auto populate with the maximum reading set up on the selected task schedule if applicable.



- **Last Performed:** Click in this text box and type in the last performed meter reading.
- **Next Performed:** Click in this text box and type in the next performance meter reading.
- **Times Completed:** Click in this text box and either type in or use the arrow indicators to select the times this task schedule has been completed.
- **Factor:** This will auto populate with 1.
- **Day of the Week:** Click on the drop-down arrow in this text box and select the day of the week that you would prefer this task schedule to be performed. If there is no preferred day then select '**None**'.
- **Week of the Month:** Click on the drop-down arrow in this text box and select the week of the month that you would prefer this task schedule to be performed. If there is no preferred week then select '**None**'.

- **Include Weekends:** Click in this check box if you want this task schedule to be performed on the next performance day even if this day falls on a weekend.
- **Include Holidays:** Click in this check box if you want this task schedule to be performed on the next performance day even if this day falls on a (public) holiday.



- When you have finished completing the new task schedule details, click on **Save**.

Add new task schedule - BPO: Version 2.2.0.1 - TEST ALPHA - JUDITH PC LOCAL

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Save | Back

Process

Task Num: TT006

Schedule Type: C Condition

Units: Copies Copies made

Meter: Mono_28

Perform Interval: 1000.00000

Min Reading: 0.00000

Max Reading: 0.00000

Last Performed: 1200

Next Performance: 2200

Times Completed: 0

Factor: 1

Day Of Week: None

Week Of Month: None

Include Weekends ☐

Include Holidays ☒

Open Windows

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- The task schedule details will be **saved** and you will return to the **Maintenance Methodology for []** listing screen.
- You can now **view** the newly added task schedule details in this screen.

Maintenance Methodology for Asset - BPO: Version 2.2.0.1 - TEST ALPHA - JUDITH PC LOCAL

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Add | Edit | Delete | Back | Save Layout | Workspaces | Refresh

Processing | Format | Current

Drag a column header here to group by that column

TaskNum	TaskDesc	ScheduleTypeDesc	MeterCode	Units	ServiceEvery	MaxBoundary	MinBoundary	LastPerfDate
TT006	Mono 1000 - Call per WO	Condition	Mono_28	Copies	1 000.00	0.00	0.00	
TT013	Weekly Colour 1000 - Call per WO	Time		w	1.00	0.00	0.00	20 Sep 2017
TT013	Weekly Colour 1000 - Call per WO	Condition	Colour_28	Copies	1 000.00	0.00	0.00	

Open Windows

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