

We are currently updating our site; thank you for your patience.

SERVICE

WORK ORDERS - MAINTENANCE

If a problem is found on the machine that warrants a **scheduled maintenance task** to be done, you can link this task to the current work order, and it will come into affect when the work order is closed.

There are two types of task schedules that can be linked to a work order:

Condition-based task schedules: These are usually meter definition based, e.g. **Copies Made**.

Time-based task schedules: These are linked to time periods e.g. **Days**, **Weeks**. **Months** or **Years**'.

Ribbon Access: Service > Work Orders

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		Equipment	/Locations	Contract	Finance / HR	Inventory	Mainten	ance / Projects	Manufactur	ing Pro	ocurement	Sales	Service	Reporting	Utilities	
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- 1. The Work Order Listing screen will be displayed.
- 2. Select the **Site** where the work order has been raised.
 - The example has **Durban** selected.
- 3. Select the Status.
 - The example has **Open** selected.
- 4. Click on the **row** of the **work order** you wish to linked a scheduled maintenance task to.
- 5. Click on the **Maintenance** tile.



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Instructions	and the second second	REP	CN0005304	Loan unit required while main unit is being	No	Loan unit required whil	15/03/2022	3	No	
	WO0006259	REP	CN0005303	Post Contract machine repair	No	Drum replacement req	16/02/2022	2	Yes	
	WO0006258	SERV	CN0005303	Drum replacement required	No	Drum replacement req	31/01/2022	2	No	
		NDS	CN0005274	PROJ406OR002	No	PROJ406OR002	19/01/2022	2	No	
Images		IMP	CN0005302	New machine implementation. Installation	No	New machine implemen	24/01/2022	1	No	
images		PR	CN0005301	Replace part - current faulty	No	Replace part - current	18/01/2022	3	No	
		REP	CN0005300	Printer displaying error code	No	Printer displaying error	18/01/2022	3	No	
		ITS	CN0005299	Paper keeps on jamming in machine	No	Paper keeps on jammin	18/01/2022	3	No	
Work in Progress		REP	CN0005298	Paper not feeding through rollers	No	Paper not feeding thro	14/12/2021	3	No	
	WO0006249	SM		BathBinMaint - Bathroom Bin Maintenance	No		23/11/2021	2	No	PRJ000
	WO0006248	SM		WS - Weekly Service	No		23/11/2021	2	No	PR30000
Maintenance	WO0006247	SM		BathBinMaint - Bathroom Bin Maintenance	No		23/11/2021	2	No	PRJ000
	WO0006246	SM		BathBinMaint - Bathroom Bin Maintenance	No		23/11/2021	2	No	PR.30000
	WO0006245	SM		WS - Weekly Service	No		23/11/2021	2	No	PRJ000
Time Review	WO0006243	SM		WS - Weekly Service	No		16/11/2021	2	No	PRJ000
	WO0006242	SERV		1MMS - 1 Month Machine Service	No		16/11/2021	2	No	PRJ0000
	WO0006241	SM		WS - Weekly Service	No		16/11/2021	2	No	PRJ0000
	· WO0006240	SM		WS - Weekly Service	No		16/11/2021	2	No	PR.30000
	WO0006239	PR		Rollers need replacing	No		11/11/2021	3	No	PR.30000
Processing	· WO0006238	PR		Test PQ Source Type Work Order	No		14/11/2021	5	No	
rocoonig	WO0006237	SM		WS - Weekly Service	No		09/11/2021	2	No	
Quotes										

- 6. The **Maintenance Methodology for [**Asset / Location] screen will be displayed.
 - The example displays the Maintenance Methodology **for Asset:** screen.

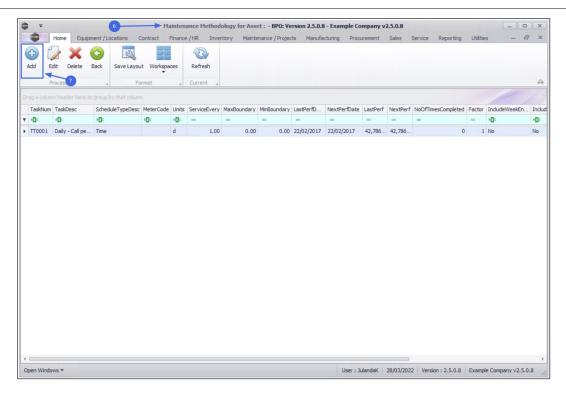
Note that the title of this screen will differ according to whether you have selected a work order linked to an **asset** or a work order linked to a **location**.

ADD SCHEDULED MAINTENANCE

7. Click on Add.

Short cut key: Right click to display the Process menu list. Click on Add.





- 8. The Add new task schedule screen will be displayed.
 - Task Num: Click on the search button to display the Select the task schedule screen.
 - i. Click on the **row** of the **maintenance task schedule** that you wish to link to the work order.

Note that the Schedule Type Description field indicate whether the Task is **Time-based** or **Condition-based**.

ii. Click on OK.



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- Schedule Type: This field will auto populated with the schedule type linked to the task schedule selected.
- **Units:** The units will populate with the unit type linked to the task schedule selected.
- Meter: This field is only applicable to a **Condition-based** scheduled maintenance task and will be populated with the meter type set up for the condition-based task schedule.
- **Performance Interval:** This field will populate with the performance interval period linked to the task schedule selected, if applicable.
- Min Reading: This field is only applicable to a Condition-based scheduled maintenance task and the minimum reading set up on the selected condition-based task schedule will be populated.
- Max Reading: This field is only applicable to a Condition-based scheduled maintenance task and the maximum reading set up on the selected condition-based task schedule will be populated.

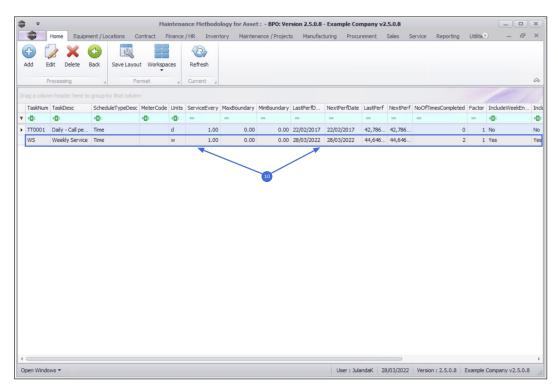


- Last Performed: Click to type in or click on the down arrow to select the date this task was last performed using, the calendar function.
- Include Weekends: Click to select the tick box if you this task schedule should be performed regardless of whether the performance date falls on a weekend.
- Next Performance: Click to type in or click on the down arrow to select the date when next this task schedule will be performed, using the calendar function.
- Include Holidays: Click to select the tick box if you wish this task schedule to be performed regardless of whether the performance date falls on a holiday.
- **Times Completed:** Click to type in or use the directional arrows to select the number of times this task has already been completed.
- **Factor:** Click to type in or use the directional arrows to select the factor for this task schedule. Ideally this should be set to **1**.
- Day of Week: Click on the down arrow to select the day of the week if this task needs to be schedule on a specific day of the week. If not, then this field can be left as **None**.
- Week of Month: Click on the drop-down arrow to select the week of the month, if this task needs to be performed on a specific week of the month. If not, then it can be left as **None**.
- 9. Click on Save.



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10. You will return to the updated Maintenance Methodology screen.





EDIT A SCHEDULED TASK

- 1. From the Maintenance Methodology for [Asset / Labour] screen,
- 2. Click on the **row** of the **task schedule** that you wish to **edit**.
- 3. Click on **Edit**.

Short cut key: Right click to display the Process menu list. Click on Edit.

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- 4. The **Edit task schedule** screen will be displayed.
- 5. Make the changes required to the task schedule.
- 6. Click on Save.



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- 7. You will return to the updated Maintenance Methodology screen.
- 8. Click on **Back** to return to the **Work Order Listing** screen.

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DELETE SCHEDULED TASK

- 1. From the Maintenance Methodology for [Asset / Labour] screen,
- 2. Click on the **row** of the **task schedule** that you wish to **remove**.
- 3. Click on Delete.

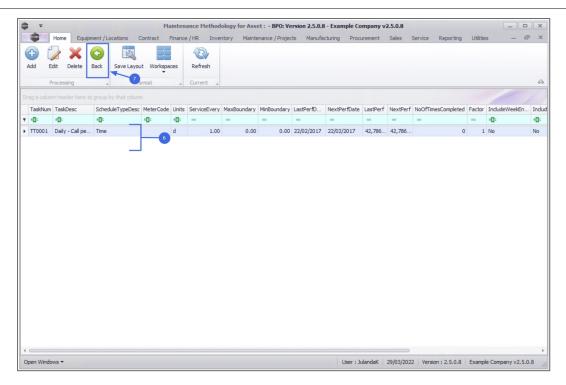
Short cut key: Right click to display the Process menu list. Click on Delete.

- 4. When you receive the **Delete Task Schedule** message to confirm;
 - Are you sure you want to remove this task schedule?
- 5. Click on **Yes**.

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- 6. The schedule task will be removed from the **Maintenance Meth-odology** screen.
- 7. Click on **Back** to return to the **Work Order Listing** screen.





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