Maintenance - Create

Are you creating a Planned or a Reactive Maintenance?

← Planned

Reactive →

Planned:

Go to Planned Maintenance
↓
Select 'Create Planned job'
↓
Assign to a site, building or room in Locations
↓
Enter 'Job name'
↓
Select either 'Approved contractor' or 'Competent person' in Inspection by
↓
Enter Due date
↓
Select the Frequency
↓
Enter 'Days before due date to notify user'
↓
Assign User
↓
Select 'Create'

Reactive:

Go to Reactive Maintenance
↓
Select 'Create reactive job'
↓
Assign to a site, building or room in Locations
↓
Enter 'Job name'
↓
*Choose appropriate Reactive Job Category
↓
Select either 'Approved contractor' or 'Competent person' in Inspection by
↓
**Choose SLA code
↓
Assign user
↓
Select 'Create'

Note:
The above workflows includes the mandatory fields only

Reactive Jobs
*Additional job categories can be added.
**If No SLA / Poterage' is selected, you must enter your own Due date