



Search for the Preventive Maintenance Schedule — Asset Assignment

Overview

The Maintenance and Utilization Schedule Preventive Maintenance — Asset Assignment process provides the ability to add, delete, or save a maintenance schedule identifier or an asset identifier.

Navigation

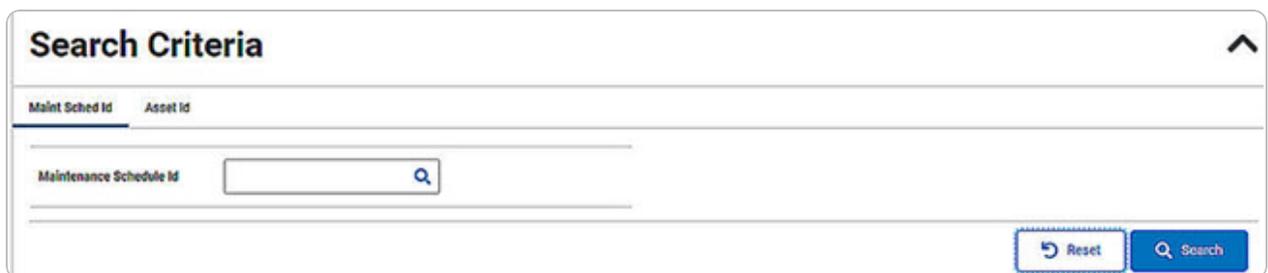
Maintenance > SCHED PREVENT MAINT > Asset Assignment > Schedule Preventive Maintenance — Asset Assignment Search page

Procedures

Search for the Preventive Maintenance Schedule — Asset Assignment — MAINT SCHED ID

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

1. In the Search Criteria box, enter the following field.



- Enter the MAINT SCHED ID, or use  to browse for the entry. This is a 85 alphanumeric character field.
2. Select . The details display in the Summary grid.





- ONE TIME

Search Results

Summary

Maint Schedule Id	Maint Schedule Name	Maint Activity	Central Maint Schedule	Occurrence	Recurring Method
AnotherforTest2699	BTRegress-22.2.2-64051A	BROOKS MA	No	One Time	
Frequency	Interval	Set Schedule Date	Set Schedule Util Qty		
			5		

- Recurring

- Not Applicable

Search Results

Summary

Maint Schedule Id	Maint Schedule Name	Maint Activity	Central Maint Schedule	Occurrence
AnotherforTest2713	BTRegress-22.2.2-64745A	BROOKS MA	Yes	Recurring
Recurring Method	Frequency	Interval	Schedule Date	Util Qty Frequency
Not Applicable				6

- Every X Days

Search Results

Summary

Maint Schedule Id	Maint Schedule Name	Maint Activity	Central Maint Schedule	Occurrence
AnotherforTest2726	qfa ReqTest 2022	BROOKS MA	Yes	Recurring
Recurring Method	Frequency	Interval	Set Schedule Date	Util Qty Frequency
Every X Days	Monthly	1	11/20/2022	

- Weekly by Week of Month

Search Results

Summary

Maint Schedule Id	Maint Schedule Name	Maint Activity	Central Maint Schedule	Occurrence
AnotherforTest2758	Help Test2	BROOKS MA	No	Recurring
Recurring Method	Frequency	Interval	Schedule Effective Date	Util Qty Frequency
Weekly by Week of Month			11/21/2022	

- Selected Days of Week

Search Results

Summary

Maint Schedule Id	Maint Schedule Name	Maint Activity	Central Maint Schedule	Occurrence
AnotherforTest2718	BTRegress-22.2.2-65004A	BROOKS MA	Yes	Recurring
Recurring Method	Frequency	Interval	Schedule Effective Date	Util Qty Frequency
Selected Days of Week			10/20/2022	

- Selected Days of Month





Search Results

Summary

Maint Schedule Id AA-LEADBPG TEST6542	Maint Schedule Name BPG Test 2	Maint Activity BPG TEST	Central Maint Schedule No	Occurrence Recurring
Recurring Method Selected Days of Month	Frequency	Interval	Schedule Effective Date 9/30/2021	Util Qty Frequency

3. View the Search Results grid.

Asset Id	Item Description	Stock Number	Serial Number	Asset Maintenance Activity	Maint Group Id	Current Meter Reading	Util Measure Cd	Asset Last Maint Dt	Asset Next Maint Dt	Asset Last Util Qty	Asset Next Util Qty	Asset Days Before Sched Dt	Asset Budget Util Dt	Asset School Before Util Qty	Asset Budget Util Qty
1024889851	PICKUP TRUCK	124814224435A	040003	BROOKS MA	BA	13000	S		11/30/2022			1			
BROOKS000035	BROOKS SUPER ASSETS	123456789	98765	BROOKS MA	BA		M		11/30/2022			1			11/30/2022
BROOKS00102	M AND U ASSETS	8968968	9431346	BROOKS MA	BA	35000	M		11/30/2022			1			
BROOKS00103	M AND U ASSETS	8968968	9431346	BROOKS MA	BA	0	M		11/30/2022			1			

Search for the Preventive Maintenance Schedule — Asset Assignment — Asset Id

1. Select the ASSET ID tab.
2. In the Search Criteria box, enter the following field:

Search Criteria

Maint Sched Id **Asset Id**

Asset Id

- Enter the ASSET ID, or use to browse for the entry. *This is a 12 alphanumeric character field.*

3. Select . *The details display in the Summary grid.*

Search Results

Summary

Asset Id BROOKS000102	Asset Maint Activity BROOKS MA	Maint Group Id BA	Meter Reading 35000	Util Measure Cd M
Stock Number 89688968	Serial Number 9431346	Item Description M AND U ASSETS	Asset UIC BROOKS	Site Id FUNC-2

4. View the Search Results grid.





Maintenance Schedule M. ID	Maint Schedule Name	Maint Schedule Description	Occurrence	Security Method	Frequency	Start Schedule Dt	Schedule Maint Activity	Asset Last Maint Dt	Asset Next Maint Dt	Asset Last UDR Qty	Asset Next UDR Qty	Asset Days Before Sched Dt	Asset Suspended UDR Dt	Asset Sched Before UDR Qty	Asset Suspended UDR UDR	Control Maint Schedule
AV1000/P020382	BT10102889	Test Maint Sched Test	Recurring	Every X Days	Days	10/10/2022	8800315AA		11/30/2022							Yes

Add an Asset Assignment

1. Enter the MAINT SCHED ID, or use to browse for the entry. *This is a 85 alphanumeric character field.*
2. Select . The **Assign Assets to a Maintenance Schedule** pop-up window appears.

Delete an Asset Assignment

1. Enter the MAINT SCHED ID, or use to browse for the entry. *This is a 85 alphanumeric character field.*
2. Select of the desired ASSET ID. *The row becomes highlighted, and the buttons become available.*
3. Select . The **Delete a Preventive Maintenance Schedule** pop-up window appears.

Update an Asset Assignment

1. Enter the MAINT SCHED ID, or use to browse for the entry. *This is a 85 alphanumeric character field.*
2. Select next to the desired entry to apply revisions. Select to edit the dates and/or to edit the number of days.

Note



If appears, click on the button to revise the entry.

3. Select . appears in the bottom right hand corner and the entry is saved in the Search Results grid.





Add a MAINT SCHED ID

1. Enter the ASSET ID, or use  to browse for the entry. *This is a 12 alphanumeric character field.*
2. Select . The **Browse for a Maintenance Schedule** pop-up window appears.

Delete a MAINT SCHED ID

1. Enter the ASSET ID, or use  to browse for the entry. *This is a 12 alphanumeric character field.*
2. Select  of the desired MAINT SCHED ID. *The row becomes highlighted, and the  buttons become available.*
3. Select . The **Delete a Preventive Maintenance Schedule** pop-up window appears.

Update a MAINT SCHED ID

1. Enter the ASSET ID, or use  to browse for the entry. *This is a 12 alphanumeric character field.*
2. Select  next to the desired entry to apply revisions. Select  to edit the dates and/or  to edit the number of days.

Note



If  appears, click on the button to display the error message or to revise the entry.

3. Select .  appears in the bottom right hand corner and the entry is saved in the Search Results grid.





Delete a Preventive Maintenance Schedule — Asset Assignment

Navigation

Maintenance > SCHED PREVENT MAINT > Asset Assignment > Search > (desired record) > > Schedule Preventive Maintenance — Asset Assignment Delete pop-up window

Procedures

Delete a Preventive Maintenance Schedule — Assign Assignment — ASSET ID

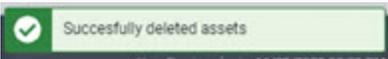
Selecting at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Click to select the desired ASSET ID. The row becomes highlighted, and the button becomes available.
2. Select . The **Delete a Preventive Maintenance Schedule** pop-up window appears.

 Are you sure want to delete the Asset from the Maintenance Schedule?





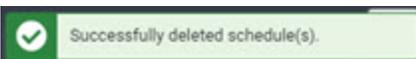
3. Select .  appears and the entry is removed from the Search Results grid.

Delete a Preventive Maintenance Schedule — Assign Assignment — MAINT SCHED ID

1. Click to select the desired MAINT SCHED ID. The row becomes highlighted, and the  button becomes available.
2. Select . The **Delete a Preventive Maintenance Schedule** pop-up window appears.

 Are you sure you want to delete the Maintenance Schedule(s) from the Asset?

3. Select .  appears and the entry is removed from the Search Results grid.

