



Search for a Preventive Maintenance Schedule — Work Plan

Overview

The Maintenance and Utilization module Schedule Preventive Maintenance — Work Plan process provides the ability to build Preventive Maintenance (PM) schedules with one or more Work Plans.

Helpful Tip



If a Vehicle needs to be inspected every 10,000 miles and the last time the inspection was completed was at 50,000 miles, then the next time that the asset should be inspected again is 60,000 miles (50,000 + 10,000).

It is imperative that the user reports the asset use in ELMS.

However, if the user **has not** been reporting utilization, then the asset in ELMS is still at 50,000 miles. It doesn't matter that it has been three months since the last inspection point, and the asset had accumulated 13,000 miles, yielding a total utilization of 63,000 miles. Therefore, a Work Order **does not** generate for this asset because, according to the data provided in ELMS, the latest utilization quantity is 50,000 miles and the asset is not yet due for Maintenance at this point.

Navigation

Maintenance > SCHED PREVENT MAINT > MAINT SCHED/Work Plans > Schedule Preventive Maintenance — Work Plan Search page

Procedures

Search for a Preventive Maintenance Schedule — Work Plan

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, narrow the results by entering one of the following optional fields.





Search Criteria

Maint Schedule Id	<input type="text"/>	Maint Activity	BROOKS MA <input type="button" value="v"/>
Maint Schedule Name	<input type="text"/>	Occurrence	<input type="button" value="v"/>
Maint Schedule Description	<input type="text"/>	Central Maint Schedule	<input type="button" value="v"/>
Priority	<input type="button" value="v"/>	Work Plan Name	<input type="text"/>

- Select . The results display in the Search Results grid.

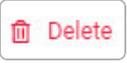
Search Results

Options Add Edit Delete Asset Details

	ID	Name	Description	Occurrence	Recurring Method	Frequency	Set Sched Date	Central Maint Sched	Nbr Of Assets	Nbr Of Work Plans	Priority
<input type="checkbox"/>	FUNC2BROOKS MAPREVDPASANNUAL251	DPAS ANNUAL	TEST PLAN DESC	Recurring	DM			No	1	1	Routine III - 11-15 days
<input type="checkbox"/>	FUNC2BROOKS MAPREVDPASANNUAL289	DPAS ANNUAL	TEST PLAN DESC	Recurring	XD	Y		No	1	1	Routine II - 6-10 days
<input type="checkbox"/>	FUNC2BROOKS MAPREVDPASANNUAL315	DPAS ANNUAL	TEST PLAN DESC	Recurring	XD	Y	1/1/2013	No	1	1	Routine III - 11-15 days

1 - 3 of 3 items

View the Asset Details

- Click  to select the desired work plan. The row becomes highlighted, and the  buttons are available. The  button is available when the Nbr of Assets is 0.
- Select . The **Search for a Preventive Maintenance Schedule - Asset Assignment** page appears.





Add a Preventive Maintenance Schedule — Work Plan

Navigation

Maintenance > SCHED PREVENT MAINT > MAINT SCHED/Work Plans > MAINT SCHED

Search >  > Schedule Preventive Maintenance — Work Plan Add page

Procedures

Add a Preventive Maintenance Schedule — Work Plan

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

Selecting  at any point of this procedure returns all fields to the default setting.





1. Select . The **Add a Preventive Maintenance Schedule** page appears.

Maintenance Schedule

Basic Information

* Maint Activity	<input type="text" value="BPG TEST"/>	* Occurrence	<input type="text" value="Select an Occurrence"/>
* Maint Schedule Id Prefix	<input type="text" value="AA-LEADBPG TEST"/>	<input checked="" type="checkbox"/>	Auto Generate Work Order
* Maint Schedule Name	<input type="text"/>	<input type="checkbox"/>	Schedule if Asset Not In Use
* Maint Schedule Description	<input type="text"/>	<input type="checkbox"/>	Schedule if Saturday/Sunday
* Priority	<input type="text" value="Routine I - 5 days"/>		

- A. Use ▼ to select the Maint Activity.
- B. Use ▼ to select the Maint Schedule Id Prefix.
- C. Enter the MAINT SCHEDULE NAME in the field provided. *This is a 50 alphanumeric character field.*
- D. Enter the MAINT SCHEDULE DESCRIPTION in the field provided. *This is a 250 alphanumeric character field.*
- E. Use ▼ to select the Priority.
- F. Use ▼ to select the Occurrence.





- One Time

Maintenance Schedule

Basic Information

<p>* Maint Activity <input type="text" value="BPG TEST"/></p> <p>* Maint Schedule Id Prefix <input type="text" value="AA-LEADBPG TEST"/></p> <p>* Maint Schedule Name <input type="text"/></p> <p>* Maint Schedule Description <input type="text"/></p> <p>* Priority <input type="text" value="Routine I - 5 days"/></p>	<p>* Occurrence <input type="text" value="One Time"/></p> <p><input checked="" type="checkbox"/> Auto Generate Work Order</p> <p><input type="checkbox"/> Schedule if Asset Not In Use</p> <p><input type="checkbox"/> Schedule if Saturday/Sunday</p>
--	---

One Time

<p>Suspend Until Date <input type="text" value="month/day/year"/></p> <p>Days Before Sched Date <input type="text"/></p> <p>Set Schedule Date <input type="text" value="month/day/year"/></p>	<p>Suspend Until Util Qty <input type="text"/></p> <p>Set Schedule Util Qty <input type="text"/></p> <p>Schedule Before Util Qty <input type="text"/></p>
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- Recurring





Maintenance Schedule

Basic Information

* **Maint Activity** BPG TEST ▼

* **Occurrence** Recurring ▼

* **Maint Schedule Id Prefix** AA-LEADBPG TEST ▼

Auto Generate Work Order

* **Maint Schedule Name**

Schedule if Asset Not In Use

* **Maint Schedule Description**

Schedule if Saturday/Sunday

* **Priority** Routine I - 5 days ▼

Recurring

* **Recurring Method** Select an Item ▼





- a. Use ▼ to select the Recurring Method.
- X Utilization

Maintenance Schedule

Basic Information

* Maint Activity	BPG TEST ▼	* Occurrence	Recurring ▼
* Maint Schedule Id Prefix	AA-LEADBPG TEST ▼	<input checked="" type="checkbox"/> Auto Generate Work Order	
* Maint Schedule Name	<input type="text"/>	<input type="checkbox"/> Schedule Asset if Not in Use	
* Maint Schedule Desc	<input type="text"/>	<input type="checkbox"/> Schedule if Saturday/Sunday	
* Priority	Routine I - 5 days ▼		

Recurring

* Recurring Method	X Utilization ▼	Schedule Before Util Qty	<input type="text"/>
Suspend Until Util Qty	<input type="text"/>	* Util Qty Frequency	<input type="text"/>
		* Last Util Qty	<input type="text"/>

1. Use ▼ to select the Recurring Method.
 2. Use ▲▼ to choose the UTIL QTY FREQUENCY.
 3. Use ▲▼ to choose the LAST UTIL QTY.
- Every X Days





Maintenance Schedule

Basic Information

* **Maint Activity** BPG TEST ▼

* **Occurrence** Recurring ▼

* **Maint Schedule Id Prefix** AA-LEADBPG TEST ▼

Auto Generate Work Order

* **Maint Schedule Name**

Schedule if Asset Not In Use

* **Maint Schedule Description**

Schedule if Saturday/Sunday

* **Priority** Routine I - 5 days ▼

Recurring

* **Recurring Method** Every X Days ▼

* **Interval** ▲ ▼

Suspend Until Date month/day/year 

Days Before Sched Date ▲ ▼

* **Frequency** Select an Item ▼

* **Schedule Method** Select an Item ▼

1. Use ▼ to select the Recurring Method.
2. Use ▼ to select Frequency.
3. Use ▲ ▼ to choose the Interval.
4. Use ▼ to select the Schedule Method.





A. Set Sched Date

Recurring	
* Recurring Method	Every X Days
Suspend Until Date	month/day/year
* Frequency	Select an Item
* Interval	
Days Before Sched Date	
* Schedule Method	Set Sched Date
* Set Schedule Date	month/day/year

B. Last Maint Date

Recurring	
* Recurring Method	Every X Days
Suspend Until Date	month/day/year
* Frequency	Select an Item
* Interval	
Days Before Sched Date	
* Schedule Method	Last Maint Date
Suspend Until Util Qty	
Sched Before Util Qty	
* Last Maint Date	month/day/year
Last Util Qty	
Util Qty Frequency	

a. Use  to select the LAST MAINT DT, or enter the date (MM/DD/YYYY) in the field provided.

- Weekly by Week of Month





Maintenance Schedule

Basic Information

* Maint Activity	<input type="text" value="BPG TEST"/>	* Occurrence	<input type="text" value="Recurring"/>
* Maint Schedule Id Prefix	<input type="text" value="AA-LEADBPG TEST"/>	<input checked="" type="checkbox"/>	Auto Generate Work Order
* Maint Schedule Name	<input type="text"/>	<input type="checkbox"/>	Schedule if Asset Not In Use
* Maint Schedule Description	<input type="text"/>	<input checked="" type="checkbox"/>	Schedule if Saturday/Sunday
* Priority	<input type="text" value="Routine I - 5 days"/>		

Recurring

* Recurring Method	<input type="text" value="Weekly by Week of Month"/>	* Schedule Effective Date	<input type="text" value="month/day/year"/>
Suspend Until Date	<input type="text" value="month/day/year"/>	* Select Day(s) of Week	<input type="text"/>
* Select Week(s) of Month	<input type="text"/>		

1. Use to select the Recurring Method.
 2. Select the Select Week(s) of Month field to choose the month(s) from the list.
 3. Use to select the SCHEDULE EFFECTIVE DATE, or enter the date (MM/DD/YYYY) in the field provided.
 4. Select the Select Day(s) of the Week field to choose the number(s) from the list.
- Selected Days of Month





Maintenance Schedule

Basic Information

* **Maint Activity** BPG TEST ▼

* **Occurrence** Recurring ▼

* **Maint Schedule Id Prefix** AA-LEADBPG TEST ▼

Auto Generate Work Order

* **Maint Schedule Name**

Schedule if Asset Not In Use

* **Maint Schedule Description**

Schedule if Saturday/Sunday

* **Priority** Routine I - 5 days ▼

Recurring

* **Recurring Method** Selected Days of Month ▼

* **Schedule Effective Date** month/day/year 

Suspend Until Date month/day/year 

* **Select Day(s)**

* **Select Month(s)**

1. Use ▼ to select the Recurring Method.
 2. Select the Select Month(s) field to choose the month(s) from the list.
 3. Use  to select the SCHEDULE EFFECTIVE DATE, or enter the date (MM/DD/YYYY) in the field provided.
 4. Select the Select Day(s) field to choose the day(s) from the list.
- Selected Days of Week





Maintenance Schedule

Basic Information

* Maint Activity	<input type="text" value="BPG TEST"/>	* Occurrence	<input type="text" value="Recurring"/>
* Maint Schedule Id Prefix	<input type="text" value="AA-LEADBPG TEST"/>	<input checked="" type="checkbox"/>	Auto Generate Work Order
* Maint Schedule Name	<input type="text"/>	<input type="checkbox"/>	Schedule if Asset Not In Use
* Maint Schedule Description	<input type="text"/>	<input checked="" type="checkbox"/>	Schedule if Saturday/Sunday
* Priority	<input type="text" value="Routine I - 5 days"/>		

Recurring

* Recurring Method	<input type="text" value="Selected Days of Week"/>	* Schedule Effective Date	<input type="text" value="month/day/year"/> 
Suspend Until Date	<input type="text" value="month/day/year"/> 	* Select Day(s) of Week	<input type="text"/>

1. Use  to select the Recurring Method.
2. Use  to select the SCHEDULE EFFECTIVE DATE, or enter the date (MM/DD/YYYY) in the field provided.
3. Select the Select Day(s) of Week field to choose the number(s) from the list.

2. Complete the Work Plans grid.

Click  to select the Work Plan. All Maintenance Schedules must contain at least one Work Plan. If it does not, select , and the **Select Work Plans** pop-up window appears.





Work Plans

Options ▾
+ Add
Delete
Reset

<input type="checkbox"/>	Plan Id ↑	Plan Type	Plan Name	Plan Description	Central Work Plan	Maintenance Team	Maintenance Location
<input type="checkbox"/>	MAIN ENGINEERING	MANT	GEORDI LAFORGE	LOCATION OF WARP CORE 2	No		

◀ 1 ▶
10 items per page
1 - 1 of 1 items

- Delete a Work Plan
 - A. Click to select the desired work plan. *The row becomes highlighted, and the , and buttons are available.*
 - B. Select . *The Work Plan is immediately removed from the Search Results grid.*

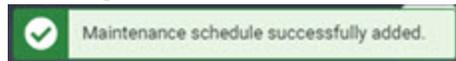
3. Complete the Notes grid.

Notes

Remarks

History Remarks

4. Select . *A verification pop-up window appears if the Auto Generate Work Order is changed. The **Add a Preventive Maintenance Schedule** page closes and*



appears as the entry is added to the Search Results grid.

- A. If the Auto Generate Work Order is changed from to , the verification pop-up window appears:





Help Reference Guide



You have chosen to NOT auto-generate this work order. Are you sure you don't want the work order auto-generated on the selected schedule dates?



No, Make Changes

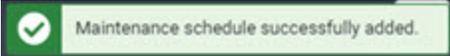


Yes, Proceed

Select . The **Add a Preventive Maintenance Schedule** page appears.

a.

OR

Select . The **Add a Preventive Maintenance Schedule** page closes and  appears as the entry is added to the Search Results grid.





Update the Preventive Maintenance Schedule — Work Plan

Navigation

Maintenance > SCHED PREVENT MAINT > MAINT SCHED / Work Plans >  >
(desired record) >  > Schedule Preventive Maintenance — Work Plan Update page

Procedures

Update a Preventive Maintenance Schedule — Work Plan

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 preventive maintenance. *The row becomes highlighted, and the  and  buttons are available. The  button is available when the NBR of Assets is 0.*
2. Select . *The **Update a Preventive Maintenance Schedule** page appears.*





- One Time

Maintenance Schedule

Basic Information

* Maint Activity <input type="text" value="BROOKS MA"/>	* Occurrence <input type="text" value="One Time"/>
* Maint Schedule Id <input type="text" value="FUNC-2BROOKS MA455"/>	<input checked="" type="checkbox"/> Auto Generate Work Order
* Maint Schedule Name <input type="text" value="BPG Test"/>	<input type="checkbox"/> Schedule if Asset Not In Use
* Maint Schedule Description <input type="text" value="BPG Test"/>	<input type="checkbox"/> Schedule if Saturday/Sunday
* Priority <input type="text" value="Routine 1 - 5 days"/>	

One Time

Suspend Until Date <input type="text" value="month/day/year"/>	Suspend Until Util Qty <input type="text" value="2"/>
Days Before Sched Date <input type="text" value="1"/>	Set Schedule Util Qty <input type="text" value="2"/>
Set Schedule Date <input type="text" value="10/19/2021"/>	Schedule Before Util Qty <input type="text" value="1"/>

- A.** Verify the MAINT ACTIVITY.
- B.** Verify the MAINT SCHEDULE ID.
- C.** Update the MAINT SCHEDULE NAME, entering the revised identifier in the field provided. *This is a 50 alphanumeric character field.*
- D.** Update the MAINT SCHEDULE DESCRIPTION, entering the revised explanation in the field provided. *This is a 250 alphanumeric character field.*
- E.** Update the Priority, using ▼ to select the desired prerogative.
- F.** Update the Occurrence, using ▼ to select the desired status.

Note



The MAINT SCHEDULE ID, Occurrence and MAINT ACTIVITY fields become read-only when the Nbr of Assets exceeds 0.

- Recurring





Maintenance Schedule

Basic Information

* Maint Activity	<input type="text" value="BROOKS MA"/>	* Occurrence	<input type="text" value="Recurring"/>
* Maint Schedule Id	<input type="text" value="AnotherforTest2738"/>	<input checked="" type="checkbox"/> Auto Generate Work Order	
* Maint Schedule Name	<input type="text" value="Hugh Hunton Test 10"/>	<input type="checkbox"/> Schedule if Asset Not In Use	
* Maint Schedule Description	<input type="text" value="Hugh Hunton Test 10"/>	<input type="checkbox"/> Schedule if Saturday/Sunday	
* Priority	<input type="text" value="Routine I - 5 days"/>		

- A. Verify the MAINT ACTIVITY.
- B. Verify the MAINT SCHEDULE ID.
- C. Update the MAINT SCHEDULE NAME, entering the revised identifier in the field provided. *This is a 50 alphanumeric character field.*
- D. Update the MAINT SCHEDULE DESCRIPTION, entering the revised explanation in the field provided. *This is a 250 alphanumeric character field.*
- E. Update the Priority, using ▼ to select the desired prerogative.
- F. Verify the Occurrence.
 - X Utilization

Maintenance Schedule

Basic Information

* Maint Activity	<input type="text" value="BPG TEST"/>	* Occurrence	<input type="text" value="Recurring"/>
* Maint Schedule Id	<input type="text" value="AA-LEADBPG TEST6599"/>	<input checked="" type="checkbox"/> Auto Generate Work Order	
* Maint Schedule Name	<input type="text" value="BPG Test NA"/>	<input type="checkbox"/> Schedule Asset if Not in Use	
* Maint Schedule Desc	<input type="text" value="BPG Test NA"/>	<input type="checkbox"/> Schedule if Saturday/Sunday	
* Priority	<input type="text" value="Routine I - 5 days"/>		

Recurring

* Recurring Method	<input type="text" value="X Utilization"/>	Schedule Before Util Qty	<input type="text" value=""/>
Suspend Until Util Qty	<input type="text" value=""/>	* Util Qty Frequency	<input type="text" value="1"/>
		* Last Util Qty	<input type="text" value="1"/>





- a. Update the Recurring Method, using  to select the desired method.

Note



The Recurring Method, UTIL QTY FREQUENCY and LAST UTIL QTY fields become read-only when the Nbr of Assets exceeds 0.

- b. Update the UTIL QTY FREQUENCY, using  to choose the revised frequency.
- c. Update the LAST UTIL QTY, using  to choose the revised quantity.
- Every X Days

Maintenance Schedule

Basic Information

* Maint Activity <input type="text" value="BROOKS MA"/>	* Occurrence <input type="text" value="Recurring"/>
* Maint Schedule Id <input type="text" value="FUNC-2BROOKS MA600"/>	<input checked="" type="checkbox"/> Auto Generate Work Order
* Maint Schedule Name <input type="text" value="gfa recurring test"/>	<input type="checkbox"/> Schedule if Asset Not In Use
* Maint Schedule Description <input type="text" value="gfa recurring test"/>	<input type="checkbox"/> Schedule if Saturday/Sunday
* Priority <input type="text" value="Routine IV - 16-20 days"/>	

Recurring

* Recurring Method <input type="text" value="Every X Days"/>	Days Before Sched Date <input type="text" value="10"/>
Suspend Until Date <input type="text" value="month/day/year"/>	* Schedule Method <input type="text" value="Set Sched Date"/>
* Frequency <input type="text" value="Weekly"/>	* Set Schedule Date <input type="text" value="6/27/2022"/>
* Interval <input type="text" value="50"/>	





- a. Update the Recurring Method, using to select the desired method.

Note



The Recurring Method, Frequency, Interval, and Schedule Method fields become read-only when the Nbr of Assets exceeds 0.

- b. Update the Frequency, using to select the desired frequency.
- c. Update the Interval, using to choose the revised quantity.
- d. Update the Schedule Method, using to select the desired method.
1. Set Sched Date

Update the Set Schedule Date, using or entering the date (MM/DD/YYYY) in the field provided.

Note



The Set Schedule Date field becomes read-only when the Nbr of Assets exceeds 0.

2. Last Maint Date

Recurring	
* Recurring Method	Every X Days
Suspend Until Date	month/day/year
* Frequency	Weekly
* Interval	2
Days Before Sched Date	
* Schedule Method	Last Maint Date
Suspend Until Util Qty	
Sched Before Util Qty	
* Last Maint Date	11/17/2022
Last Util Qty	3
Util Qty Frequency	3

- A. Update the LAST MAINT DT, using or entering the date (MM/DD/YYYY) in the field provided.
- Weekly by Week of Month





Maintenance Schedule

Basic Information

* Maint Activity

* Occurrence

* Maint Schedule Id

Auto Generate Work Order

* Maint Schedule Name

Schedule If Asset Not In Use

* Maint Schedule Description

Schedule If Saturday/Sunday

* Priority

Recurring

* Recurring Method

* Schedule Effective Date

Suspend Until Date

* Select Day(s) of Week

* Select Week(s) of Month

- a. Update the Recurring Method, using ▼ to select the desired process.
Update the Select Weeks(s) of Month field by either:
 - b. Add a week by selecting the field and choosing additional weeks.
OR
Delete by selecting the X on the week entry.
 - c. Update the SCHEDULE EFFECTIVE DATE, using 📅 or entering the date (MM/DD/YYYY) in the field provided.
Update the Select Day(s) of the Week field by either:
 - d. Add a day by selecting the field and choosing additional days.
OR
Delete by selecting the X on the day entry.
- Selected Days of Month





Maintenance Schedule

Basic Information

* Maint Activity	<input type="text" value="BROOKS MA"/>	* Occurrence	<input type="text" value="Recurring"/>
* Maint Schedule Id	<input type="text" value="AnotherforTest2787"/>	<input checked="" type="checkbox"/> Auto Generate Work Order	
* Maint Schedule Name	<input type="text" value="HHunton Regression Test 13"/>	<input checked="" type="checkbox"/> Schedule if Asset Not In Use	
* Maint Schedule Description	<input type="text" value="Test 2022.3.1"/>	<input type="checkbox"/> Schedule if Saturday/Sunday	
* Priority	<input type="text" value="Routine I - 5 days"/>		

Recurring

* Recurring Method	<input type="text" value="Selected Days of Month"/>	* Schedule Effective Date	<input type="text" value="12/03/2022"/>
Suspend Until Date	<input type="text" value="12/08/2022"/>	* Select Day(s)	<input type="text" value="2"/>
* Select Month(s)	<input type="text" value="February X"/>		

a. Update the Recurring Method, using ▼ to select the desired process.
Update the Select Month(s) field by either:

b. Add a month by selecting the field and choosing additional months.
OR
Delete by selecting the X on the month entry.

Note



Additional fields become available for update when the Nbr of Assets equals 0.

c. Update the SCHEDULE EFFECTIVE DATE, using  or entering the date (MM/DD/YYYY) in the field provided.

Update the Select Day(s) field by either:

d. Add a date number by selecting the field and choosing additional numbers.
OR
Delete by selecting the X on the number entry.





- Selected Days of Week

Maintenance Schedule

Basic Information

* Maint Activity <input type="text" value="BROOKS MA"/>	* Occurrence <input type="text" value="Recurring"/>
* Maint Schedule Id <input type="text" value="FUNC:2BROOKS MA457"/>	<input checked="" type="checkbox"/> Auto Generate Work Order
* Maint Schedule Name <input type="text" value="BPG Test"/>	<input type="checkbox"/> Schedule if Asset Not In Use
* Maint Schedule Description <input type="text" value="BPG Test"/>	<input checked="" type="checkbox"/> Schedule if Saturday/Sunday
* Priority <input type="text" value="Routine I - 5 days"/>	

Recurring

* Recurring Method <input type="text" value="Selected Days of Week"/>	* Schedule Effective Date <input type="text" value="10/19/2021"/>
Suspend Until Date <input type="text" value="month/day/year"/>	* Select Day(s) of Week <input type="text" value="Tuesday X"/>

- a. Update the Recurring Method, using to select the desired process.
 - b. Update the SCHEDULE EFFECTIVE DATE, using or entering the date (MM/DD/YYYY) in the field provided.
- Update the Select Day(s) of the Week field by either:
- c.
 - Add a day by selecting the field and choosing additional days.
 - OR**
 - Delete by selecting the X on the day entry.
3. Click to select the Work Plan. *All Maintenance Schedules must contain at least one Work Plan. If it does not, select , and the **Select Work Plans** pop-up window appears.*



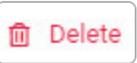


Work Plans

Options ▾ + Add Delete Reset

<input type="checkbox"/>	Plan Id ↑	Plan Type	Plan Name	Plan Description	Central Work Plan	Maintenance Team Id	Maintenance Location
<input type="checkbox"/>	BLK	CSIS	UPDATE TRUCK	PERIODIC	No		

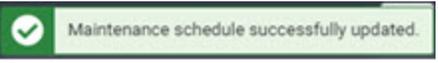
10 items per page 1 - 1 of 1 items

- Delete a Work Plan
 - A. Click to select the desired work plan. *The row becomes highlighted, and the , , and  buttons are available.*
 - B. Select . *The Work Plan is immediately removed from the Search Results grid.*

4. Verify the Notes grid.

Notes

Remarks History Remarks

5. Select . *A verification pop-up window appears if the Auto Generate Work Order is changed. The **Update a Preventive Maintenance Schedule** page closes and  appears as the entry is updated in the Search Results grid.*

- A. If the Auto Generate Work Order is changed from  to , the verification pop-up window appears:





You have chosen to NOT auto-generate this work order. Are you sure you don't want the work order auto-generated on the selected schedule dates?



No, Make Changes

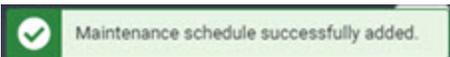


Yes, Proceed

Select . The **Update a Preventive Maintenance Schedule** page appears.

a.

OR

Select . The **Update a Preventive Maintenance Schedule** page closes and  appears as the entry is added to the Search Results grid.

Delete a Preventive Maintenance Schedule

1. Click  to select the desired preventive maintenance schedule. The row becomes highlighted, and the  and  buttons are available. The  button is available when the NBR of Assets is 0.

2. Select . The **Update a Preventive Maintenance Schedule** page appears.

Note



The Delete button becomes available when the NBR of Assets equals 0.

3. Select . The **Delete a Preventive Maintenance Schedule** pop-up window appears.





Delete a Scheduled Preventive Maintenance – Work Plan

Navigation

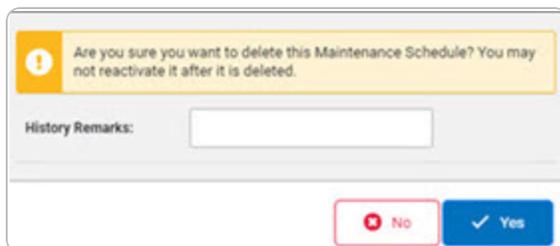
Maintenance > SCHED PREVENT MAINT > MAINT SCHED/Work Plans >  Search > 
(desired record) >  Delete > Schedule Preventive Maintenance – Work Plan Delete pop-up window

Procedures

Delete a Preventive Maintenance Schedule – Work Plan

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 preventive maintenance. The row becomes highlighted, and the  and  buttons are available. The  button is available when the NBR of Assets is 0.
2. Select . The **Delete a Preventive Maintenance Schedule** pop-up window appears.



3. Enter the History Remarks in the field provided. *This is a 256 alphanumeric character field.*
4. Select . The Scheduled Preventive Maintenance Record is removed.

