



Search for a Maintenance Activity

Overview

The Maintenance and Utilization module Maintenance Activity (MA) process provides the ability to:

- Determine responsibility of performing maintenance for assets
- Create Equipment Pools
- Manage Operators and Technicians

The MA is associated to a Warehouse to manage the parts needed during maintenance. The MA is usually an in-house organization. However, if the maintenance is contracted out, then an external organization is identified as the MA.

Navigation

Master Data > Maintenance Activity > Maintenance Activity Search page

Procedures

Search for a Maintenance Activity

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.

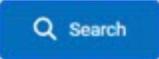
1. In the Search Criteria panel, narrow the results by entering one or more of the following optional fields.

Search Criteria

Maint Activity	<input type="text"/>	Status	<input checked="" type="radio"/> All
Maint Program	<input type="text" value="-Select-"/>		<input type="radio"/> Active
			<input type="radio"/> Inactive





2. Select . The results appear in the Search Results grid.

Search Criteria

Maint Activity:

Maint Program:

Status: All
 Active
 Inactive

Search Results

<input type="checkbox"/>	Maint Activity	Description	Maint Program	Status
<input type="checkbox"/>	JD5	TEST	FUNC-2 Program	Active

items per page

1 - 1 of 1 items





Add a Maintenance Activity

Navigation

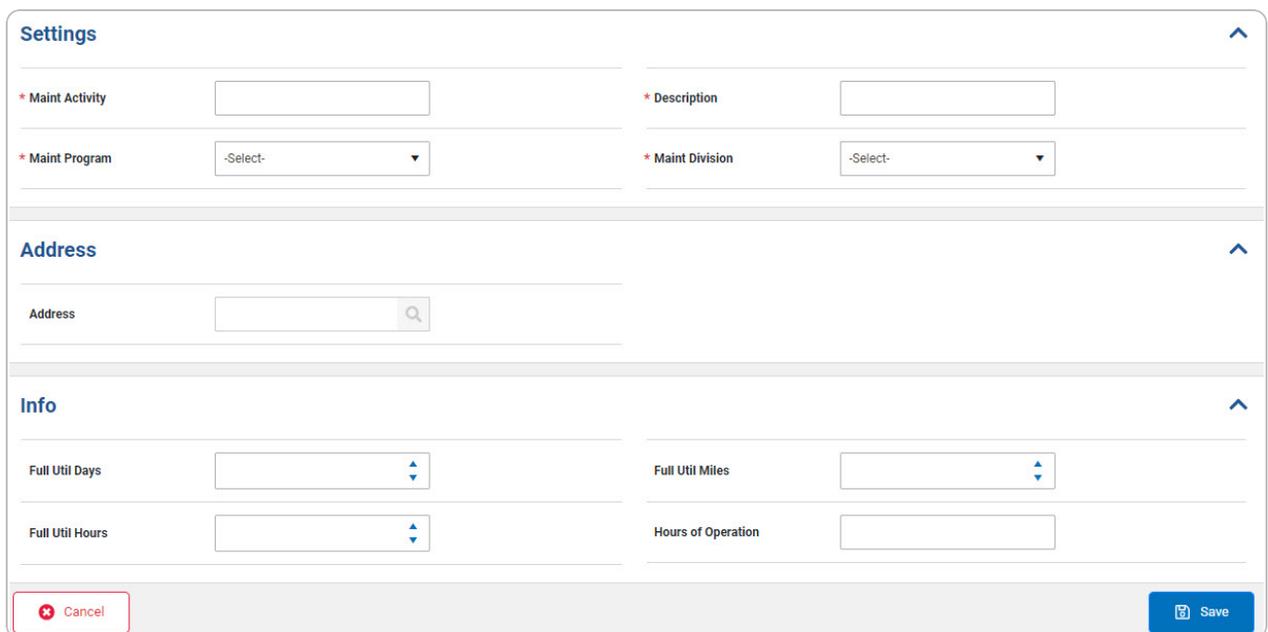
Master Data > Maintenance Activity > Search Criteria >  > Maintenance Activity Settings (Add) page

Procedures

Add a Maintenance Activity

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

1. Select . The **Maintenance Activity Settings** page appears.



The screenshot shows a web form titled "Settings" with a blue header and a right-side expand/collapse arrow. The form is divided into three sections: "Settings", "Address", and "Info", each with its own expand/collapse arrow on the right. The "Settings" section contains four fields: "Maint Activity" (text input), "Description" (text input), "Maint Program" (dropdown menu with "-Select-" selected), and "Maint Division" (dropdown menu with "-Select-" selected). The "Address" section contains one field: "Address" (text input with a search icon). The "Info" section contains four fields: "Full Util Days" (dropdown menu), "Full Util Miles" (dropdown menu), "Full Util Hours" (dropdown menu), and "Hours of Operation" (text input). At the bottom left of the form is a red "Cancel" button with a close icon, and at the bottom right is a blue "Save" button with a save icon.

2. Complete the Settings grid.
 - A. Enter the MAINT ACTIVITY in the field provided. This is a 15 alphanumeric character field.



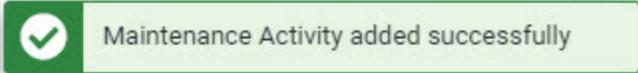


- B. Use ▼ to select the Maint Program.
 - C. Enter the Description in the field provided. *This is a 250 alphanumeric character field.*
 - D. Use ▼ to select the Maint Division.
3. Complete the Address grid.

Note



If the desired address is incomplete, the MA is considered incomplete, and a "Mandatory Entry" error appears. Update the Address first, before updating the MA. See **Update an Address** for further information.

4. Complete the Info grid.
5. Select . The **Search for a Maintenance Activity** page appears and  appears as the entry is added to the Search Results grid.





Update a Maintenance Activity

Navigation

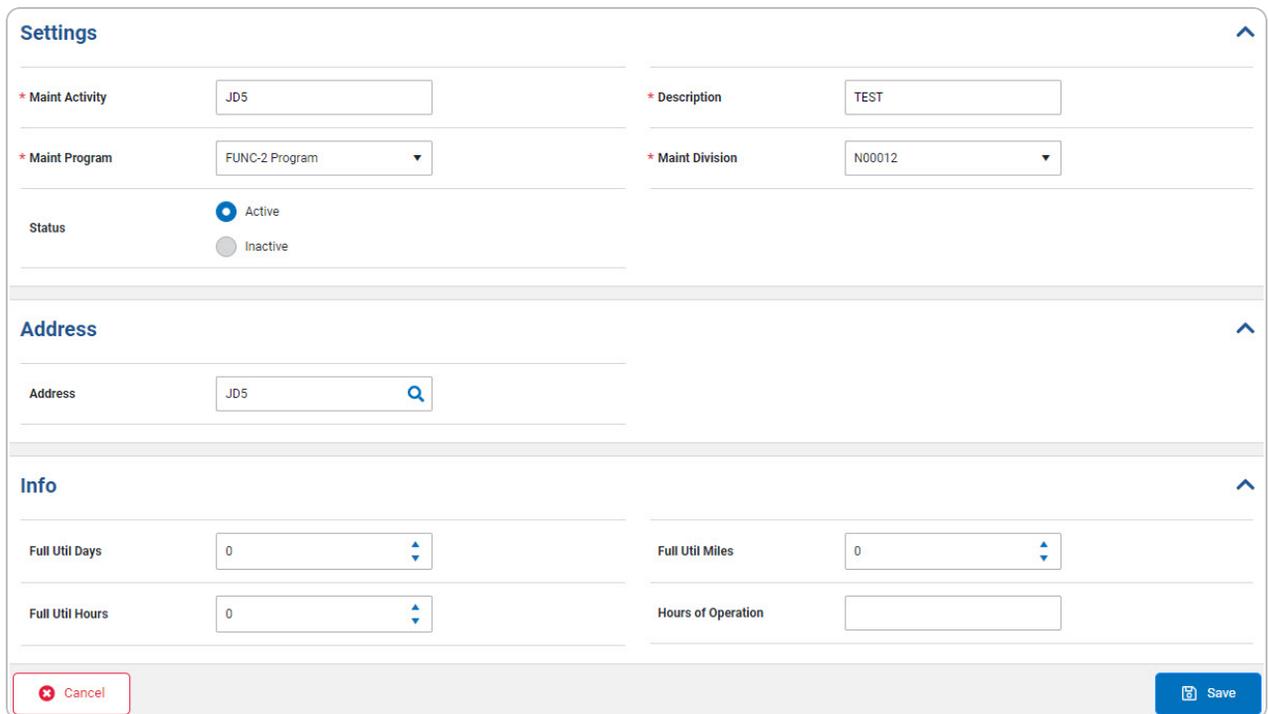
Master Data > Maintenance Activity > Search Criteria >  > Search Results >  > Maintenance Activity Settings (Update) page

Procedures

Update a Maintenance Activity

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

1. Select . The **Maintenance Activity Settings** page appears.



The screenshot shows the 'Settings' page for a maintenance activity. It contains several sections: 'Settings' with fields for Maint Activity (JD5), Description (TEST), Maint Program (FUNC-2 Program), and Maint Division (N00012); a Status section with radio buttons for Active (selected) and Inactive; an 'Address' section with a search field containing JD5; and an 'Info' section with dropdown menus for Full Util Days (0), Full Util Miles (0), Full Util Hours (0), and a text field for Hours of Operation. At the bottom, there are 'Cancel' and 'Save' buttons.

2. Complete the Settings grid.





Help Reference Guide

- A. Update the MAINT ACTIVITY, entering the revised activity in the field provided. *This is a 15 alphanumeric character field.*
 - B. Update the Maint Program, using ▼ to select the desired program.
 - C. Update the Description, entering the revised information in the field provided. *This is a 250 alphanumeric character field.*
 - D. Update the Maint Division, using ▼ to select the desired division.
3. Complete the Address grid.

Note



If the desired address is incomplete, the MA is considered incomplete, and a "Mandatory Entry" error appears. Update the Address first, before updating the MA. See **Update an Address** for further information.

4. Complete the Info grid.
5. Select . The **Search for a Maintenance Activity** page appears and  appears as the entry is added to the Search Results grid.





View the Maintenance Activity Details

Navigation

Master Data > Maintenance Activity > Search Criteria >  > Search Results > Maintenance Activity hyperlink > Maintenance Activity Details slide-out window

Procedures

View the Maintenance Activity Details

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

1. Select the Maintenance Activity hyperlink of the desired entry. The **View the Maintenance Activity Details** slide-out window appears on the right.





JD5 ✕

Details

Maint Activity	JD5	Address	JD5
Maint Program	FUNC-2 Program	Full Util Days	0
Status	Active	Full Util Hours	0
Description	TEST	Full Util Miles	0
Maint Division	N00012	Hours of Operation	

2. Select . The **View the Maintenance Activities Details** slide-out window closes and the Search Results appear.

