Stop Job > Admin - Assets

💾 Wed, Jan 17, 2024 🛛 🖿 Stop Job > Admin

When the Resource has completed the work this will need to be logged against the Work Order. This can be done in few ways; the first one covered below is if the engineer's head office calls to advise that their engineer has completed work (asset based).

- 1. First thing is to find the work order in question.
- 2. From the Agent Actions menu select Stop Job > Admin.

3. The User will then be asked if the Work Order requires a Revisit or not. Clicking Yes will put the Work Order into a paused state for the Resource to re-attend at a later date.

Revisit	×
Is revisit required?	
Yes	No Cancel

4. Clicking No will display this next screen.

Job Start Date	
Job Start Date	19 February 2013 💌 16:24 💌
Completion Date	19 February 2013 💌 16:25 💌
Attendee	Test
Attendee Trade	Testing
	Cancel <u>N</u> ext

5. The User will then be presented with one of two possible screens; the following example demonstrates where there is more than one available asset at the specified location:

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L	ocatio	on of work									
	Curre	ently assoc	iated	assets							
	Asse	t Num	Desc	ription	Loca	tion					
	LAC	S10	NO.2	? (LACS10)	Defa	ult Level, Default Area, Default Location					
	Avai	lable assets	ble assets								
Asset Num Description Location											
		11/261258	858	Customer Lift (11/26125858)		Default Level, Default Area, Default Location					
		11/261258	859	Customer Lift (11/26125859)		Default Level, Default Area, Default Location					
		LACS1		NO.4 (LACS1)		Default Level, Default Area, Default Location					
		LACS11		NO.1 (LACS11)		Default Level, Default Area, Default Location					
		LACS13		LIFT NO.1 (LACS13)		Default Level, Default Area, Default Location					
		LACS14		LIFT NO.2 (LACS14)		Default Level, Default Area, Default Location					
		LACS9		NO.3 (LACS9)		Default Level, Default Area, Default Location					
							<u>B</u> acl	k		<u>N</u> ext	

6. From this screen you can select if the fix was to the currently associated asset or if it also applied to other available assets at the same location. The User can select additional assets by clicking on the tick box next to the asset. Clicking on Next will take the User to the following screen (which they will have skipped to if there was only one asset available in the previous step):

Assets				
Asset No.	Description	Location	Status	% Time
LACS10	NO.2 (LACS10)	Default Level, Default Area, Default Location	Operational 🔻	34
11/26125858	Customer Lift (11/26125858)	Default Level, Default Area, Default Location	Non-operational	33
11/26125859	Customer Lift (11/26125859)	Default Level, Default Area, Default Location	Operational 🔹	33
L				
			<u>B</u> ack	<u>N</u> ext

This is a screen shot of multiple assets (when clicking on the tick boxes on the previous screen)

7. If the asset is now operational select "Operational" from the drop down list. The User will then be taken to the Repair details screen below. If the asset is not operational then the User should select "Non-operational" from the drop down list. Upon clicking the Next button (if the User has selected "Non-operational") the User will then be asked to confirm that they are unable to resolve the problem. Clicking on Cancel will take them back to the Asset Screen.

8. Clicking OK will take the User to the Repair description screen below.

9. This screen displays the asset given at the time of logging the job. The User must confirm that a resolution is in place and that the listed Location is correct. Click "Next" to continue. If more than one asset has been selected clicking next will take the User to the next asset fix details screen. This will need to be completed in the same way as before for each asset selected.

Repa	ir description		
	Fault Found 💿 Yes 💿 No 💿 N/A		
Pa	rt Types: Asset: 1 of 3, LACS10		
	Part Types	Fix Туре	<u> </u>
	Buttons		
	Contactor		
	Display		
	Door		
	Floor		E
	Floor Plate		
	Handle		
	Handset		
	Housing		
	Lights		
	Loose Wiring		
	Microphone		
			Back Nevt
			<u>D</u> dCK <u>N</u> ext

10. If a fault is identified then the Parts Types list will become active. This contains all the Part Types for the piece of equipment in question. Tick any which apply to this work and select the Fix Type from the drop down list. Clicking "next" will take you to the next screen:

Parts addition						
Parts And Equipm	nent Used: Location: Ground Floor, Back Of House, F	emale Staff Toile	ets	Add	Remove	Edit
Туре	Description	Quantity	Estimated Cost	Total		
			Bac	¢	Nex	t

11. If any parts or equipment have been required to complete this work then these must be listed here. The User has three options from here:

Add - clicking on the "Add" button will display the following menu:



From here the User can add a part already in the system (using the Select Existing menu option) or manually add a part by clicking on the Manual menu option. Clicking on the Manual menu option will open this window:

Manual Data	
Description	Test Part
Quantity	1
Estimated Cost	£10.00
	OK Cancel

A description of the part along with the quantity and estimated cost can be recorded in this screen.

Adding equipment or material can be recorded in the same way.

Remove - To remove a part/equipment/material highlight the line you wish to remove and click the Remove button.

Edit - To edit an existing part/equipment/material highlight the line you wish to edit and click the Edit button. The previous screen will open where any amendments can be made.

12. Clicking "Next" will take the User to the final Summary screen. This screen will <u>Powred by PHPKB</u> (Knowledge Base Software) summarise all the details just entered.

Summary		
Asset: 1 of 3, LACS10 Asset number: LACS10 Asset description: NO.2 (LACS10) Asset location: Default Level, Default Area, Default Location Asset status: Operational The percent of total time spent on this asset is 34% Asset had a fault identified Fix code and type: Contactor Added Parts used: [Part] test part 1 @ £50.00 = £50.00		
Asset: 2 of 3, 11/26125858 Asset number: 11/26125858 Asset description: Customer Lift (11/26125858) Asset location: Default Level, Default Area, Default Location Asset status: Operational The percent of total time spent on this asset is 33% Asset had a fault identified Fix code and type: Door Lubricated Parts used: [Material] test material 1 @ f10.00 = f10.00		
Asset: 3 of 3, 11/26125859 Asset number: 11/26125859 Asset description: Customer Lift (11/26125859) Asset location: Default Level, Default Area, Default Location Asset status: Operational The percent of total time spent on this asset is 33% Asset had a fault identified Fix code and type: Buttons Repaired Parts used: [Part] test part 2 @ £10.00 = £20.00		
Asset summary 3 assets 2 new asset(s) added		
Completed Started date: 28/01/2014 15:53 Completed date: 28/01/2014 15:56 Completed by: Ostara		
	<u>B</u> ack	Save

13. To confirm these details and complete the Work Order click the "Save" button. If there are details that are incorrect click the "Back" button to amend them.

14. If FGAS is present then clicking Next will take the User to the following screen:

F-Gas	
Asset Number	0004264
Known As	Air Handling Unit 2 (0004264)
Has Gas been removed?	_ 🕐 Yes 💿 No
Тур	e 🔹
Quantit	by 0 \$
Removal Reason	• •
– Has Gas been added? –	– • Yes 📀 No
Тур	e R23 -
Quantit	50 ¢
Has a leak been detected?	? • Yes O No
Detection Metho	Fluorescent Leak Detection
Locatio	n Relevant Location
Engineer Reg Numbe	er 0123456789
	<u>B</u> ack <u>N</u> ext

15. From here the User can complete the FGAS details (this will need to be completed for each FGAS asset selected):

Has Gas been removed?: Yes/No

If yes, the type and quantity of gas will need to be completed along with the reason for the removal (these are all pre-defined fields with the exception of quantity)

Has Gas been added?: Yes/No

If yes, the type and quantity of gas will need to be completed (type is a pre-defined field)

Has a leak been detected?: Yes/No

Select the detection method from the list of pre-defined methods in the drop down selection Add the location

Enter the Engineer Reg Number

16. Clicking "Next" will take the User to the final Summary screen. This screen will summarise all the details just entered.

summary		
Asset: 1 of 2, 0004260		
Asset number: 0004260		
Asset description: Air Handling Unit 1 (0004260)		
Asset location: Koof, Roof, Roof		
Asset is operational		
I ne percent of total time spent on this asset is 50%		
Asset had a fault identified		
Fix code and type: Fipes Cleaned		
Parts used: [Part] Part Description Here 2 @ f5 00 - f10 00		
It was not advised as to whether gas has been added.		
50 kg of R123 gas was removed.		
Reason: Out of Date		
It was not advised as to whether the asset has leaked.		
Asset: 2 of 2, 0004264		
Asset number: 0004264		
Asset description: Air Handling Unit 2 (0004264)		
Asset location: Roof, Roof, Roof		
Asset is operational		
The percent of total time spent on this asset is 50%		
Asset had a fault identified		
Fix code and type: Pipes Cleaned		
50 kg of R23 gas was added		
The asset has leaked.		
Leak Location: Relevant Location		
Detection Method: Fluorescent Leak Detection		
Asset summary		
2 assets		
	Pack	Cause.
	Dack	Save

17. To confirm these details and complete the Work Order click the "Save" button. If there are details that are incorrect click the "Back" button to amend them.

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