Stop Job > Admin - PPM with Assets

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

When the Resource has completed the work on a PPM with Assets, this will need to be logged against a PPM Work Order. This can be done in the following way:

- 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	X
Is revisit required?	
Yes No	Cancel

4. Clicking No will display this next screen.

Start Date						
Job Start Date	19 February 2013	▼ 16:24	-			
Completion Date	19 February 2013	▼ 16:25				
Attendee	Test					
Attendee Trade	Testing					
					Cancel	

5. The User will then be presented with the following screen. From this screen, you can select if the work on the asset was completed, not yet worked on, not available this visit or no longer present at the site. If there is more than one asset on the PPM work order the User will need to select an option for each asset. Clicking on Next will take the User to the <u>Powred by PHPKB</u> (Knowledge Base Software)

following screen (which they will have skipped to if there was only one asset available in the previous step):

A	ssets					
	Asset No.	Description	Location	Status	Attended	% Time
	Folding Do	Folding Door Asset 1 (Folding Do	Default Level, Default A	Completed 👻		100
	Folding Do	Folding Door Asset 4 (Folding Do	Default Level, Default A	Not yet worked on		0
					<u>B</u> ack	<u>N</u> ext

This is a screenshot of multiple assets on a PPM Work Order.

The User must select an option from the drop down list for each asset on the PPM. If choosing "Not yet worked on" or "Not available this visit then upon clicking the "Next" button the User will be taken to the Reason for revisit screen. If pausing the Work Order, the User will have the option select "Partially worked on" which will allow them to parts and then further amounts of time regarding this Asset.

6. From here the User must select the reason for a revisit, add a description, and set an ETA accordingly. Clicking "Next" will then take the User to the Summary screen.

Reason for Revisit	
Revisit Reason	Parts/Materials Required
Description	
ETA of revisit	-
	<u>B</u> ack <u>N</u> ext

7. If the User selects "Completed" or "No longer present on-site" then upon clicking "Next" the User will be taken to the Summary Screen.

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s	ummary
	Asset: 1 of 2, Folding Door Asset 1 Asset number: Folding Door Asset 1 Asset description: Folding Door Asset 1 (Folding Door Asset 1) Asset location: Default Level, Default Area, Default Location Asset status: Completed The percent of total time spent on this asset is 100% Asset had no fault
	Asset: 2 of 2, Folding Door Asset 4 Asset number: Folding Door Asset 4 Asset description: Folding Door Asset 4 (Folding Door Asset 4) Asset location: Default Level, Default Area, Default Location Asset status: No longer present on site The percent of total time spent on this asset is 0% Asset had no fault
	Asset summary 2 assets
	Completed Started date: 29/01/2014 09:51 Completed date: 29/01/2014 10:04 Completed by: Ostara
	<u>B</u> ack Save

8. 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.

9. 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	7				
Тур	e 🗸					
Quantit	ty 0 🗘					
Removal Reason	n 👻					
- Has Gas been added?	– • Yes © No –					
Тур	e R23 *					
Quantit	ty 50 ‡					
Has a leak been detected?	Has a leak been detected? Yes No					
Detection Method	d Fluorescent Leak Detection 🔹					
Locatio	Relevant Location					
Engineer Reg Numbe	er 0123456789					
	<u>B</u> ack <u>N</u> ext					

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10. 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 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

11. 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 000260			
Asset description: Air Handling Unit 1 (0004260)			
Asset location: 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			
Fix code and type: Unit Repaired			
Parts used: [Part] Part Description Here 2 @ £5.00 = £10.00			
It was not advised as to whether gas has been added.			
50 kg of R123 gas was removed.			
Reason: Out of Date			Ξ
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 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 FGas work was carried out by 0123456789 50 kg of R23 gas was added. The asset has leaked. Leak Location: Relevant Location Detection Method: Fluorescent Leak Detection			
Asset summary			Ŧ
2 033613			
	Back	Save	

12. 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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