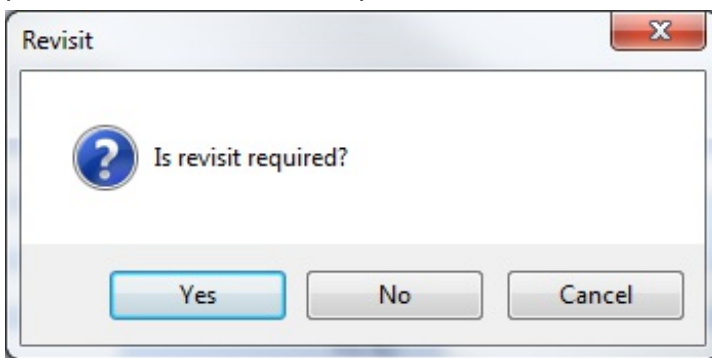


# Stop Job > Admin - PPM with Assets

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.



4. Clicking No will display this next screen.

A screenshot of a 'Job Start Date' form. The form has a light blue background. It contains four fields: 'Job Start Date' with a date picker set to '19 February 2013' and a time picker set to '16:24'; 'Completion Date' with a date picker set to '19 February 2013' and a time picker set to '16:25'; 'Attendee' with a text input field containing 'Test'; and 'Attendee Trade' with a text input field containing 'Testing'. At the bottom right, there are two buttons: 'Cancel' and 'Next'.

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

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

The screenshot shows a window titled "Assets" containing a table with the following data:

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

Below the table is a large empty rectangular area. At the bottom right of the window are two buttons: "Back" and "Next".

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.

The screenshot shows a window titled "Reason for Revisit" with the following fields:

- Revisit Reason:** A dropdown menu with "Parts/Materials Required" selected.
- Description:** A large text input area.
- ETA of revisit:** A dropdown menu.

At the bottom right of the window are two buttons: "Back" and "Next".

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.

Summary

**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

[Back](#) [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

Known As

Has Gas been removed? ☐ Yes ☒ No

Type

Quantity

Removal Reason

Has Gas been added? ☒ Yes ☐ No

Type

Quantity

Has a leak been detected? ☒ Yes ☐ No

Detection Method

Location

Engineer Reg Number

[Back](#) [Next](#)

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.

The screenshot shows a software window titled "Summary". Inside, there are two sections for asset details. The first section is for "Asset: 1 of 2, 0004260" and lists various details such as asset number, description, location, operational status, time spent, fault identification, fix code, parts used, and gas removal information. The second section is for "Asset: 2 of 2, 0004264" and lists similar details, including gas addition and leak detection information. At the bottom of the window, there is an "Asset summary" section showing "2 assets" and two buttons: "Back" and "Save".

**Summary**

**Asset: 1 of 2, 0004260**  
Asset number: 0004260  
Asset description: Air Handling Unit 1 (0004260)  
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  
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  
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  
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**  
2 assets

**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.