

Stopping a Job with Assets

📅 Fri, Jan 19, 2024 ■ [Stopping a Job](#)

If the job being stopped has one or more Assets on it, the Asset(s) tab will be displayed in place of the Location tab.

1. After providing the revisit information, the Asset(s) is displayed. This page shows all the Assets that are currently on job. For each Asset displayed, the status of the Asset needs to be selected from the "Status" drop down. The different statuses shown in this drop down all depends on the type of job being stopped:

- Reactive - Operational & Non-operational
- PPM - Completed, Not available this visit, No longer present on site & Not yet worked on

Once a status has been chosen for each of the Assets, enter the "Time Spent" working on each Asset.

Note: The "% Time Spent" fields are entered in a percentage value and the column must add up to 100% before proceeding. If the percentage is less than or more than 100%, an error will be thrown and the job cannot be stopped.



Refuse Job

Site Access
Refused

Provide ETA



Send Email

Remove Linked
Work Order

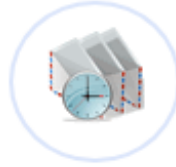
Remote Fix



Set Fixed Cost



Set Estimate

Resource En
RouteAllocate
ResourceRequest ETA
Update (Email)Request ETA
Update (Phone)Rescheduled
AttendanceRequest
Additional
EngineersWork Not
Required
(Cancel)

Stop Job - Admin



Add Notes >

Link Work Order
>

Change >

Add/Edit/View
Documents (0)Add/Edit/View
Custom DataView Notes
History

2. If there are other Assets available that are not present in the list, the "Add Other Asset..." button is displayed. Clicking this will display any other Assets that can be added to the job. Select the desired Asset(s) from the list and they will be added to the job.

Stop Job

Start/Stop Times

Revisit Required? ☒ NOTE: This indicates a revisit for this job. Remedial Works should be raised separately after closing this job

Start Date/Time

Completion Date/Time

Name of Attendee

Next

The newly added Assets can then have a "Status" selected and the "% Time Spent" entered. Once done, click the "Next" button to progress through the normal "Stop Job" process.

Stop Job

Start/Stop TimesRevisit?

Is a temporary fix in place?

ETA of revisitUnknown

Revisit ReasonOther

BackNext

Note: For a PPM job, if anything other than "Completed" is selected then the User is required to enter the revisit details. If the User choose "Partially worked on", this will allow them to continue working on the Asset once they start the job again.

Stop Job

Start/Stop TimesRevisit?Fault/Location

Original TaskHVAC, Air Conditioning, Indoor AC Unit, Leaking

Is this the correct task?

Fault found/repair made?

Original LocationGround Floor, Back Of House, Male Staff Toilets

Is this the correct location?

BackNext

Stop Job

Start/Stop TimesRevisit?Fault/LocationAsset(s)

Asset Number	Known As	Location	Status	% Time Spent	
0987654	Air Con Split Unit	Ground Floor, Back Of House, Plant Room	Non-Operational	50	Remove
005939 - FGas	Indoor Air Con Unit - 005939	Ground Floor, Back Of House, Plant Room	Non-Operational	50	Remove

Reset To Original Assets

BackNext

Stop Job

Start/Stop TimesRevisit?Fault/LocationAsset(s)Repair

NOTE: The information entered below is applicable to '0987654'

Please select any part types that are applicable to this job

Type	Applicable?	Fix Type
Condensate Pump		
Drip Tray		
Fan Motor		
Filter		
Vent		
Vent Motor		
Wiring		

Click to add custom part type...

BackNext

Stop Job

Start/Stop TimesRevisit?Fault/LocationAsset(s)RepairParts/Equipment

NOTE: The information entered below is applicable to '0987654'

Do you want to add parts/equipment? ☒

Type	Description	Quantity	Estimated Cost	Total Cost	
Equipment	Ostara Equipmnt	1	50.00	50.00	Remove

Add Part/EquipmentClear List

BackNext

Stop Job

Start/Stop TimesRevisit?Fault/LocationAsset(s)RepairParts/EquipmentConfirm

Before final submission please review and confirm all information is correct

Revisit Required?

Yes

Start Date/Time

11/24/2023 8:00 AM

Completion Date/Time

11/24/2023 8:40 AM

Name of Attendee

Ostara

Is a temporary fix in place?

No

ETA of revisit

Unknown

Revisit Reason

Other

Asset summary

0 operational, 2 non-operational

Fixed '0987654'

Drip Tray (Repaired)

Fixed '005939 - FGas'

Fan Motor (Repaired)

Equipment '0987654'

Ostara Equipmnt (1 x 50.00)

BackStop Job

Online URL: <https://ostarasystems.knowledgebase.co/article.php?id=652>