

Activating Maintenance Records

MODULE: Maintenance & Utilization

INTRODUCTION

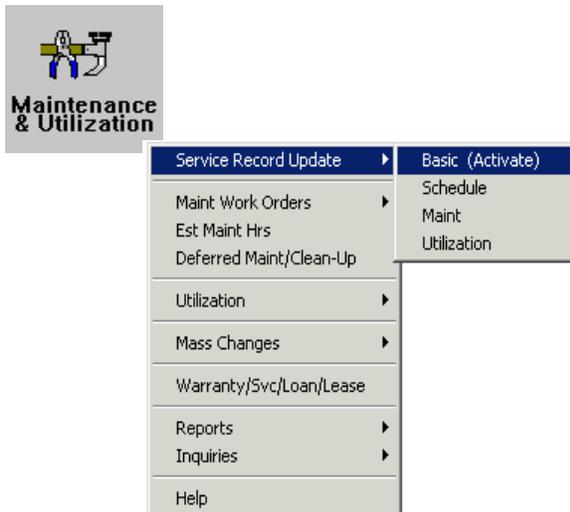
This process allows you to activate or change a service record. This part of DPAS requires an item to be identified on the Catalog Table with a Service Code of P or M. When the item is picked up on the property book, a skeleton record is automatically built on the Service Table. A skeleton record on the Service Table is a record with no data established to start either utilization or scheduled maintenance actions. Skeleton records can easily be identified where the meter code is blank. To set up the item with a maintenance schedule or to track utilization, you must activate the service record. You can also change the preventive maintenance schedule that has already been established or you can change basic service or utilization data.

PREREQUISITES

None

STEPS TO PERFORM ACTION

1. Select the **Maintenance & Utilization** icon, or select **Maint/Util** from the menu bar.
2. Select **Service Record Update** from the program group.
3. Select **Basic (Activate)** from the program list.



The 'Key Data' dialog box contains four text input fields: 'Local Id Nbr', 'Bar Cd', 'Stock Nbr', and 'Serial Nbr'. Below these fields are three buttons: 'OK', 'Clear', and 'Exit'.

STEP 1:

- a. **Local Id Nbr:** If you are changing information on a record that has already been activated (and you have assigned it a Local Identification Number), enter the number. For vehicles, this could be the bumper number.
- b. **Bar Cd:** If your Activity uses bar codes, enter the bar code of the item. **Proceed to step e.**
- c. **Stock Nbr:** If your Activity does not use bar codes, enter the stock number of the item.
- d. **Serial Nbr:** If your Activity does not use bar codes, enter the serial number of the item.

e. Click **OK**.

STEP 2:

- a. **Local Id Nbr:** If desired, enter a Local Identification Number for the asset. For vehicles, this could be the bumper number.
- b. **End Mtr Rdg:** Enter the ending meter reading for metered items.
- c. **Rcpt Dt:** This field is displayed from the Hand Receipt but can be changed if necessary.
- d. **User Office:** This field is displayed from the Hand Receipt but can be changed if necessary.
- e. **Min Pct Util:** This field is displayed from the Catalog but can be changed if necessary. This is the minimum percentage that the item is to be used.
- f. **Local Use:** This is a free field.
- g. **Obj Pct Util:** This field is displayed from the Catalog but can be changed if necessary. This is the objective percentage the item is to be used.
- h. **New Mtr:** Check this box if the meter is new.
- i. **Util Cd:** This field is displayed from the Catalog but can be changed if necessary.

The 'Update Basic (Activate)' dialog box is divided into several sections. The top section is 'Key Data' with fields for 'Local Id Nbr', 'Bar Cd', 'Stock Nbr', and 'Serial Nbr'. Below this is a 'Nomen:' field. The middle section contains 'End Mtr Rdg', 'Rcpt Dt', 'Min Pct Util', 'Local Use', 'Obj Pct Util', and 'Util Cd'. To the right of these fields is a 'Meter Code' group box with radio buttons for 'Metered' and 'Non Metered', and a checkbox for 'New Mtr'. At the bottom, there is a 'Mfr Serial Nbr' field and a page indicator 'Page 1 of 2'. Navigation buttons include 'Related Data', 'Next Page', 'Save', 'Cancel', and 'Exit'.

Utilization Codes			
1	Mission essential-miles.	B	Days/hours
2	Mission essential-hours.	C	CTA.
3	Mission essential days/miles.	H	Hours.
4	Mission essential days/hours.	M	Miles.
A	Days/miles.	W	Walk-thru.

- j. **Mfr Serial Nbr:** Enter the Manufacturer's Serial Number for the asset. This could be the registration number.
- k. **Meter Code Group Box:** Indicate if the item is metered or not.
- l. Click **Next Page**.

STEP 3:

- a. **Vehicle Grp Cd:** This field is displayed from the Catalog and cannot be changed on this screen. If a Vehicle Group Code was not established on the Catalog record, you will need to click on the Catalog toolbar button at the top of the screen and make the correction. This can only be done if you have access to the Catalog Add/Change/Delete process. If you do not, you will need to contact the appropriate personnel to make this correction before you can proceed with this process.
- b. **Vehicle Use Cd:** Select the primary use of the asset.

Vehicle Use Codes			
A	Aviation	K	Kerosene
D	Diesel	M	Leaded MO-GAS
G	Gasohol	P	Propane
J	Jet	U	Unleaded MO-GAS

- c. **Fuel Cd:** Select the type of fuel, if applicable, that the asset uses.

Fuel Codes			
1	Compressed Natural Gas	5	Ethanol
2	Liquefied Natural Gas	6	Hydrogen
3	Electric	7	Reformulated Gasoline
4	Methanol	8	Bio-Diesel

- d. **Pool Dispatch Nbr:** Enter a dispatch number, if appropriate. This field identifies a specific motor pool responsible for dispatching the vehicle/other asset. This number is locally assigned.
- e. **Psbl Days:** Select whether the vehicle will be issued 4 or 5 days per work week. The default is 5 days.

- f. **Dispatch Cd:** Select the type of dispatch for the item.
- g. **Storage Cd:** Indicate if the item is to be placed in administrative or seasonal storage. No utilization will be collected on an asset assigned a storage code.
- h. **Del/Waiver Cd:** Indicate if a waiver has been requested (e.g., if repair expenses limits have been exceeded) or if higher headquarters has approved the waiver.

**NOTE:**

If a "D" is displayed in this field, this asset has either been deleted from the Property Book or the Catalog Svc Cd has been changed from an "M" or "P" to a blank (not service related). Service records with a "D" will be removed from the service table when the next quarterly/annual cycle is run (Automatic Reports Generator).

- i. Click **Save**.

The Transaction Processed dialog box will be displayed.

- j. Click **OK**.

You will be returned to the Key Data screen.

- k. Click **Exit**.

Changing a Service Record

1. Enter one of the following for the service record you are changing:
 - Local Id
 - Bar Code
 - Stock Nbr and Serial Nbr
2. Click **OK**.
3. Make the necessary change(s).
4. Click **Change**.

Scheduling Preventive Maintenance

MODULE: Maintenance & Utilization

INTRODUCTION

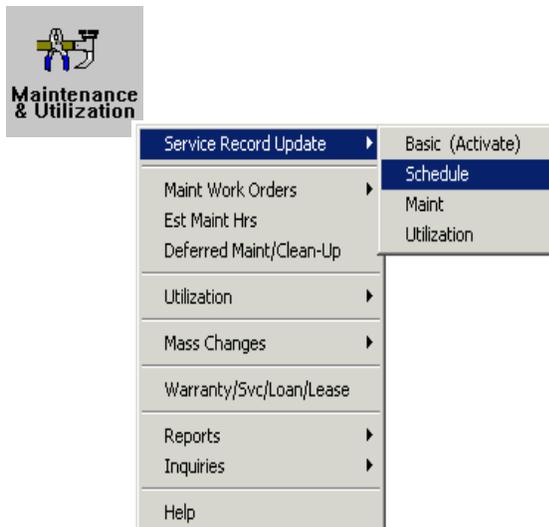
This process will allow the user to document the performance of scheduled and unscheduled maintenance. It permits tracking and reporting of accumulated maintenance costs as well as the capability of tracking and reporting of equipment utilization in miles, hours, or days.

PREREQUISITES

The Svc Cd on the Catalog table must be either "M" or "P".

STEPS TO PERFORM ACTION

1. Select the **Maintenance & Utilization** icon, or **Maint/Util** from the menu bar.
2. Select **Service Record Update** from the program group.
3. Select **Schedule** from the program list.



STEP 1:

- a. **Local Id Nbr:** If you assigned a Local Identification Number for the item, enter that number. **Proceed to step e.**
- b. **Bar Cd:** If your Activity uses bar codes, enter the bar code of the asset. **Proceed to step e.**
- c. **Stock Nbr:** If your Activity does not use bar codes, enter the stock number of the asset.
- d. **Serial Nbr:** If your Activity does not use bar codes, enter the serial number of the asset.
- e. Click **OK**.

STEP 2:

Scheduled Preventive Maintenance can be entered for Annual, Semi-annual, Quarterly, Monthly, Lube, Load Test, and/or Oil Analysis.

- a. **Last Dt:** Enter the Last Service Date (YYYYMMDD sequence). The date entered in this field should reflect the last service date preventive maintenance, oil analysis, load test and/or inspection of pressure devices was accomplished. For a new asset, this would normally be the date the asset was received or put into use. This field is required if the specific maintenance frequency in days (i.e., Annual (365)) is entered.
- b. **Freqn Days:** Enter the Frequency of Days between scheduled services (i.e., Annual (365), Semi-annual (180)). This field is required if a date of last service is entered.
- c. **Freqn Mi/Hr:** Enter the Frequency of Miles/Hours between scheduled services (i.e., Annual (12000 miles/1000 hours), Semi-annual (6000 miles/500 hours)). This field is required if a Last Mtr Rdng is entered.
- d. **Last Mtr Rdng:** Enter the Last Meter Reading. The number entered in this field should reflect the actual meter reading when preventive maintenance, oil analysis, load test and/or inspection of pressure devices were accomplished. For a new asset, this should be the actual meter reading at the time of receipt.

Scheduled PM	Last Dt	Freqn Days	Freqn Mi/Hr	Last Mtr Rdng	Maint Loc
Annual:	<input type="text"/>				
Semi-annual:	<input type="text"/>				
Quarterly:	<input type="text"/>				
Monthly:	<input type="text"/>				
Lube:	<input type="text"/>				
Load Test:	<input type="text"/>				
Oil Analysis:	<input type="text"/>				



NOTE:

If lower level meter readings require updating as well with the same meter reading entered, utilize the "Apply to Lower Levels" selection.

- e. **Maint Loc:** Enter the Maintenance Location. This field represents the location from where maintenance is performed.
- f. If you are not applying to the lower levels, click **Save**.

Apply to Lower Levels



- a. Click the **Apply to Lower Levels** button.
- b. Select the appropriate radio button.

- **Annual:** Click this radio button if Last Svc Dt and/or Last Svc Mtr Rdnng for a completed annual PM needs to be applied to any Semi-Annual, Quarterly, Monthly, or Lube Last Svc Dt and/or Last Svc Mtr Rdnng fields.
- **Semi-Annual:** Click this radio button if Last Svc Dt and/or Last Svc Mtr Rdnng for a completed semi-annual PM needs to be applied to any Quarterly, Monthly, or Lube Last Svc Dt and/or Last Svc Mtr Rdnng fields.
- **Quarterly:** Click this radio button if Last Svc Dt and/or Last Svc Mtr Rdnng for a completed quarterly PM needs to be applied to any Monthly or Lube Last Svc Dt and/or Last Svc Mtr Rdnng fields.
- **Monthly:** Click this radio button if Last Svc Dt and/or Last Svc Mtr Rdnng for a completed monthly PM needs to be applied to only the Lube Last Svc Dt and/or Last Svc Mtr Rdnng fields.

- c. **Last Svc Dt:** Required if any scheduled lower level services "Last Svc Dt" need changing to that of a higher level frequency. If maintenance frequencies are based only on mi/hr, uncheck this box.
- d. **Last Svc Mtr Rdnng:** Required if any scheduled lower level services "Last Svc Mtr Rdnng" need changing to that of a higher level frequency.
- e. Click **OK**.

You are returned to the Update Schedule Processing Window.

- f. Click **Save**.

The Transaction Processed dialog box will be displayed.

- g. Click **OK**.

You will be returned to the Key Data screen.

- h. Click **Exit**.

Changing Maintenance Data

MODULE: Maintenance & Utilization

INTRODUCTION

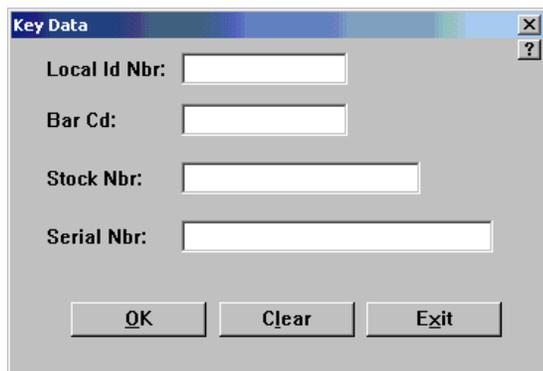
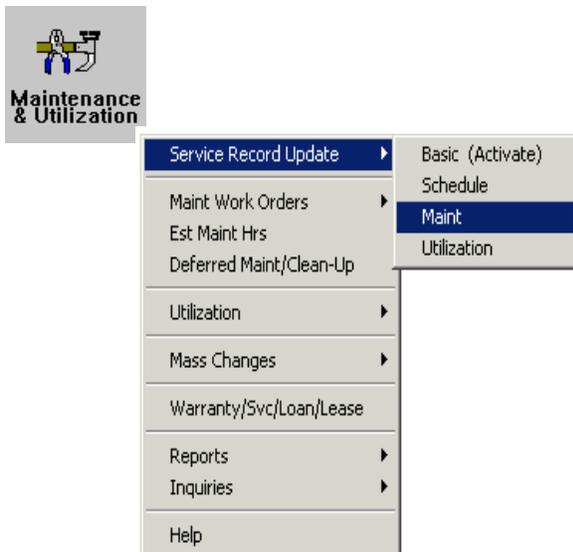
This process allows you to correct maintenance data when quantitative errors exist on a Mobile or Production and Service Maintenance record. Data fields are adjusted where possible downtime/cost to assure accuracy of data.

PREREQUISITES

None

STEPS TO PERFORM ACTION

1. Select the **Maintenance & Utilization** icon, or select **Maint/Util** from the menu bar.
2. Select **Service Record Update** from the program group.
3. Select **Maint** from the program list.



STEP 1:

- a. **Local Id Nbr:** If you assigned a Local Identification Number for the item, enter that number. **Proceed to step e.**
- b. **Bar Cd:** If your Activity uses bar codes, enter the bar code of the asset. **Proceed to step e.**
- c. **Stock Nbr:** If your Activity does not use bar codes, enter the stock number of the asset.
- d. **Serial Nbr:** If your Activity does not use bar codes, enter the serial number of the asset.
- e. Click **OK**.

STEP 2:

- a. **PM Nbr Performed:** Enter the revised number, if a correction is required. The number displayed in this field should reflect the actual number of preventive maintenance operations performed for the current year.
- b. **Repair Nbr Performed:** Enter the revised number, if a correction is required. The number displayed in this field should reflect the actual number of repair operations performed for the current year.
- c. **Breakdown Nbr Performed:** Enter the revised number, if a correction is required. The number displayed in this field should reflect the actual number of breakdown operations performed for the current year.
- d. **PM Labor Hrs:** Enter the revised number, if a correction is required. The number displayed in this field should represent the actual labor hours expended for the current year for preventive maintenance.
- e. **Repair Labor Hrs:** Enter the revised number, if a correction is required. The number displayed in this field should represent the actual labor hours expended for the current year for repair maintenance.
- f. **Breakdown Labor Hrs:** Enter the revised number, if a correction is required. The number displayed in this field should represent the actual labor hours expended on this asset for the current year for breakdown maintenance.
- g. **PM Labor Cost:** Enter the revised number if a correction is required. The number displayed in this field should reflect the actual labor costs expended for the current year for preventive maintenance.
- h. **Repair Labor Cost:** Enter the revised number if a correction is required. The number displayed in this field should reflect the actual labor costs expended for the current year for repair maintenance.
- i. **Breakdown Labor Cost:** Enter the revised number if a correction is required. The number displayed in this field should reflect the actual labor costs expended for the current year for breakdown maintenance.
- j. **PM Mat Cost:** Enter the revised number if a correction is required. The number displayed in this field should reflect the actual material costs expended for the current year for preventative maintenance.
- k. **Repair Mat Cost:** Enter the revised number if a correction is required. The number displayed in this field should reflect the actual material costs expended for the current year for repair maintenance.
- l. **Breakdown Mat Cost:** Enter the revised number if a correction is required. The number displayed in this field should reflect the actual material costs expended for the current year for breakdown maintenance.
- m. **Maint Total Cost:** The cost displayed in this field is the total actual dollars expended on material/ maintenance for the life of the asset.
- n. **Unavail Days Maint Monthly:** Enter the revised number if a correction is required. The number displayed in this field should reflect the actual number of days the asset was not available to the operator (Maintenance Downtime) this month. If revised number is entered, the higher frequency (Quarter, Annual, and Total) unavailable days will be updated.
- o. **Unavail Days Maint Quarterly:** Enter the revised number if a correction is required. The number displayed in this field should reflect the actual number of days the asset was not available to the operator (Maintenance Downtime) this quarter. If revised number is entered, the higher frequency (Annual and Total) unavailable days will be updated.

Update Maintenance				
Key Data				
Local Id Nbr:				Bar Cd:
Stock Nbr:				Serial Nbr:
Nomen:				
Maintenance				
	PM	Repair	Breakdown	
Nbr Performed:	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Labor Hrs:	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Labor Cost:	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Mat Cost:	<input type="text"/>	<input type="text"/>	<input type="text"/>	
				Maint Total Cost: <input type="text"/>
Unavailable Days				
	Monthly	Quarterly	Annual	Total
Maint:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sply:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Related Data"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="Exit"/>				

- p. **Unavail Days Maint Annual:** Enter the revised number if a correction is required. The number displayed in this field should reflect the actual number of days the asset was not available to the operator (Maintenance Downtime) this year. If revised number is entered, the higher frequency (Total) unavailable days will be updated.
- q. **Unavail Days Maint Total:** Enter the revised number if a correction is required. The number displayed in this field should reflect the total actual number of days the asset was not available to the operator (Maintenance Downtime) for the life of the asset. The changing of this number does not effect the lower frequency unavailable days (Month, Quarter, or Annual).
- r. **Unavail Days Sply Monthly:** Enter the revised number if a correction is required. The number displayed in this field should reflect the actual number of days the asset was not available to the operator (Supply Downtime) this month. If revised number is entered, the higher frequency (Quarter, Annual, and Total) unavailable days will be updated.
- s. **Unavail Days Sply Quarterly:** Enter the revised number if a correction is required. The number displayed in this field should reflect the actual number of days the asset was not available to the operator (Supply Downtime) this quarter. If revised number is entered, the higher frequency (Annual and Total) unavailable days will be updated.
- t. **Unavail Days Sply Annual:** Enter the revised number if a correction is required. The number displayed in this field should reflect the actual number of days the asset was not available to the operator (Supply Downtime) this year. If revised number is entered, the higher frequency (Total) unavailable days will be updated.
- u. **Unavail Days Sply Total:** Enter the revised number if a correction is required. The number displayed in this field should reflect the total days the asset was not available to the operator (Supply Downtime) for the life of the asset. The changing of this number does not effect the lower frequency (Month, Quarter, or Annual) unavailable days.
- v. Click **Save**.

The Transaction Processed dialog box will be displayed.

- w. Click **OK**.

You will be returned to the Key Data screen.

- x. Click **Exit**.

Requesting Trip Tickets And/Or P&SE Forms

MODULE: Maintenance & Utilization

INTRODUCTION

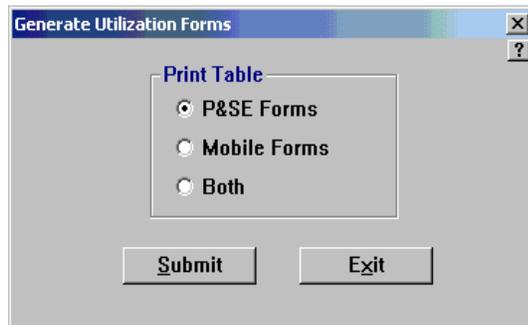
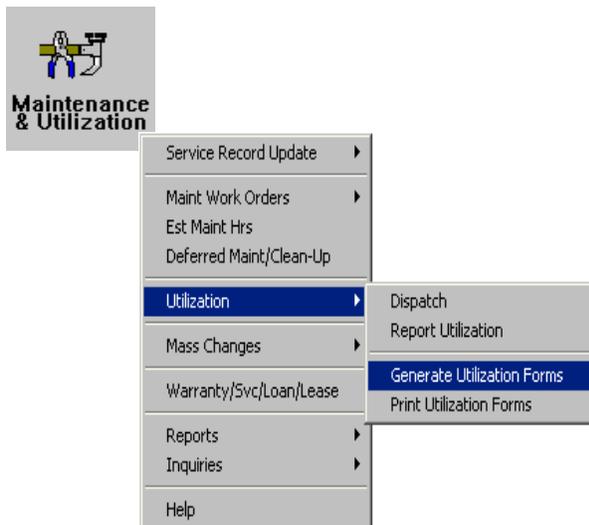
The print file for trip tickets and P&SE forms are totally re-created each time they are requested. The program reads the assets on hand on the Mobile or P&SE fields, and creates a print file for that current time. The delinquent trip ticket, or P&SE form report are based on the **previous** trip ticket/P&SE print files. It is necessary that the delinquent reports be requested **before** the new trip tickets/P&SE forms are requested if the delinquent report is to be accurate.

PREREQUISITES

None

STEPS TO PERFORM ACTION

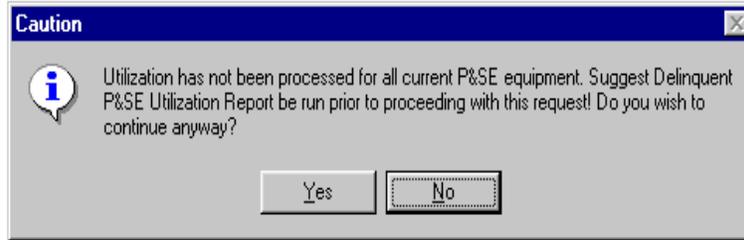
1. Select the **Maintenance & Utilization** icon, or select **Maint/Util** from the menu bar.
2. Select **Utilization** from the program group.
3. Select **Generate Utilization Forms** from the program list.



STEP 1:

- a. Select what type of form you want to generate.
- b. Click **Submit**.

Following generation, DPAS will return to the DPAS Main Menu. You may get one of the following or both of these dialog boxes
:



NOTE:

The above message is important. It tells you that all the trip tickets that you sent out the last time have not been received back or the utilization information has not been input yet. The delinquent trip ticket report depends on the number of trip tickets sent out the last time, compared to the utilization inputs from those trip tickets. **If you request new trip tickets before you request the delinquent trip ticket report, the report will be inaccurate.**



NOTE:

The above message indicates the batch has been previously submitted that day, and only one report will be printed.

Printing Utilization Forms

MODULE: Maintenance & Utilization

INTRODUCTION

From this screen you have access to print both Trip Tickets and P&SE utilization collection forms. Printing the Utilization Forms requires the use of a Graphics capable printer.

These printed Trip Tickets will be for all mobile equipment established on the Mobile/Production Service Table, or for a selected pool dispatch number, or for an individual trip ticket. These printed P&SE utilization collection forms are for all production and service assets identified to collect utilization on the Mobile/Production Service Table. You can print all P&SE Forms, or you can print forms for a specific Hand Receipt, Location, User Office, or for an individual asset.

PREREQUISITES

Mobile/Production Service Table Util Cd cannot be equal to "C", "W" or space.

Mobile/Production Service Table Storage Cd cannot be equal to "A", "F", or "S".

Mobile/Production Service Table Del/Wvr Cd cannot be equal to "D".

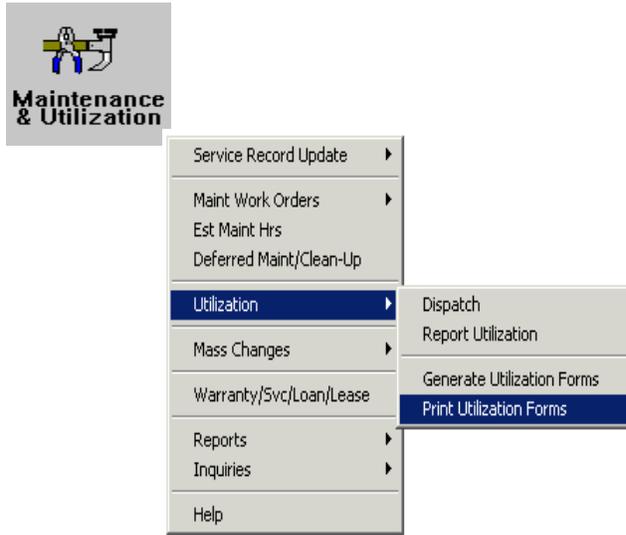
Before printing the Utilization Forms, it is recommended that the user run the Generate Utilization Forms program in the Utilization module. This should be done a day prior to printing the Forms. If this program is not run, the Utilization Form Table will not be updated and the Print Utilization Forms process will not reflect any Serial Hand Receipt Table add/delete/changes or Mobile/Production Service Table storage code changes.

A printer capable of printing graphics must be used to print the Utilization Forms/Inspection Lists.

STEPS TO PERFORM ACTION

1. Select the **Maintenance & Utilization** icon, or select **Maint/Util** from the menu bar.
2. Select **Utilization** from the program group.

3. Select **Print Utilization Forms** from the program list.



HINT! As a DPAS user, you must perform the **Generate Utilization Forms** process, prior to attempting to print the new forms. The reason for this is the table that holds the "print" data will not contain any data when the release is installed. Once the process is performed, the data will be retained and will only have to be re-populated when the equipment list changes.

STEP 1:

The screenshot shows a dialog box titled "Print Utilization Forms" with the following sections:

- Type Equipment:** Radio buttons for Mobile and P&SE.
- Data Selection:**
 - All Forms
 - Pool Dispatch Nbr (with input field)
 - HRH Nbr (with input field)
 - Location (with input field)
 - User Office (with input field)
 - Individual Form
 - Local Id Nbr: [input field]
 - Stock Nbr: [input field]
 - Serial Nbr: [input field]
- Form Options:** Radio buttons for Utilization Form Only, Utilization Form with Inspection List, and Inspection List Only.
- Sort Sequence:** Radio buttons for Serial Nbr, Pool Dispatch Nbr, Location, User Office, and HRH Nbr.
- Date:** Input field containing "00000000".
- Buttons:** Info, Submit, Print Rpts, Clear, Exit.

a. **Type Equipment:** Select the type of form you want to generate.

b. **Data Selection:** Select one of the appropriate options.

Data Selection	
All Forms	You must select the appropriate Form Option and Sort Sequence. After the sort sequence has been selected, user may enter the optional ending utilization date.
Pool Dispatch Nbr	You must enter the Pool Dispatch Nbr. Only assets having the designated Pool Dispatch Nbr on the Mobile/Production Service Table will be selected. This option is not available when P&SE Data Equipment is selected.
HRH Nbr	You must enter the HRH Nbr. Only assets for the designated Hand Receipt Nbr on the Serial Hand Receipt Table will be selected.
Location	You must enter the Location. Only assets for the designated Location on the Serial Hand Receipt Table or Component Hand Receipt Table will be selected.
User Office	You must enter the User Office. Only assets for the designated User Office on the Mobile/Production Service Table will be selected.
Individual Form	<p>You must enter the Local Id Nbr or the Stock Nbr/Serial Nbr combination.</p> <ul style="list-style-type: none"> • Local Id Nbr: Enter the Local Identification Number for the asset as identified on the Mobile/Production Service Table. This entry has precedence over any other information entered on the screen. • Stock Nbr: Enter the Stock Number for the asset as identified on the Mobile/Production Service Table. This field, along with the Serial Nbr, is required when Local Id Nbr is blank. This entry is not necessary when the Local Id Nbr is entered. • Serial Nbr: Enter the Serial Number for the asset as identified on the Mobile/Production Service Table. This field, along with the Stock Nbr, is required when Local Id Nbr is blank. This entry is not necessary when the Local Id Nbr is entered.

c. **Form Options:** Select one of the form options.

Form Options	
Utilization Form Only	This option will print consecutive pages of the Utilization Form without a vehicle Inspection List. This is the only option available when P&SE is selected in the Type Equipment Group Box.
Utilization Form with Inspection List	This option will print the Utilization Form followed by the Inspection List, each of which fills a full page. When the printer being used has the capability of printing on both sides of the page, the Inspection List will be printed on the reverse side of the Utilization Form. When the printer does not have the capability to print on both sides of the page, the Utilization Form will be printed followed by an Inspection List. This option is not available when P&SE is selected in the Type Equipment Group Box.
Inspection List	This option will print consecutive pages of the Inspection List without a Utilization Form. This option is not available when P&SE is selected in the Type Equipment Group Box.



NOTE:

Using one or a combination of the options above provides several printing options to best utilize the capabilities of the designated printer. For example, if the designated printer is a single sheet feed printer and can only print on one side of the page, printing Utilization Form Only then turning the pages over and reprinting with Inspection List Only will result in the Utilization Form on one side and the Inspection List on the other side.

- d. **Sort Sequence:** Select how you want your forms sorted.
- e. **Date:** This is the ending utilization date to be printed on the P&SE Forms. This field will not be accessible if you select the form option for **Inspection List** only.
- f. Click **Submit**.

Reporting Utilization Data

MODULE: Maintenance & Utilization

INTRODUCTION

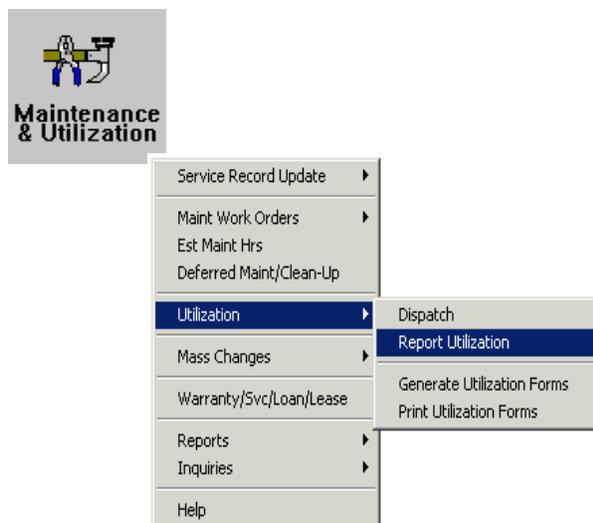
This screen allows you to report utilization data from the Trip Ticket or the P&SE Form. You can record downtime, fluids use as well as equipment usage. Downtime does not transfer to Mobile & Service Table **Unavail Supply Tot** or **Unavail Maint Tot** from the work order.

PREREQUISITES

None

STEPS TO PERFORM ACTION

1. Select the **Maintenance & Utilization** icon, or select **Maint/Util** from the menu bar.
2. Select **Utilization** from the program group.
3. Select **Report Utilization** from the program list.



STEP 1:

- a. **Local Id Nbr:** If you assigned a Local Identification Number for the item, enter that number. **Proceed to step e.**
- b. **Bar Cd:** If your Activity uses bar codes, enter the bar code of the asset. **Proceed to step e.**
- c. **Stock Nbr:** If your Activity does not use bar codes, enter the stock number of the asset.
- d. **Serial Nbr:** If your Activity does not use bar codes, enter the serial number of the asset.
- e. Click **OK**.

STEP 2:

- a. **Fuel:** If any fuel was added during this period, enter the total number of gallons of fuel added.
- b. **Oil:** If any oil was added during this period, enter the total quarts of oil added.
- c. **Days Used:** If the asset was used during this period, enter the total number of days used.
- d. **Days Idle:** If the asset was available for the operator to use, and was not in maintenance, the asset is considered idle. Enter the total days idle.
- e. **Off Post Util:** If the vehicle was driven off-post during this period, enter the total number of miles of Off Post Utilization.
- f. **User Office:** Enter the user's office. Policy varies by Agency.
- g. **Est Rdnng:** Click this box if the actual End Mtr Rdnng was unavailable and an estimated End Mtr Rdnng is used.
- h. **New Mtr:** This field is required if a new meter was installed on the asset during the current reporting period.



NOTE:

When viewing an inquiry of the Mobile/Production Service Table, a "Y" will be displayed in the New Mtr Cd field when New Mtr is selected, otherwise, a "N" will be displayed. When "Y", the End Mtr Rdnng field in the Mobile/Production Service Table will be reset to the value entered in the End Mtr Rdnng field.

- i. **End Mtr Rdnng:** This field is required if the Mobile/Production Service Table Mtr Cd is equal to "M". Enter the End Meter Reading.



NOTE:

This reading must be greater than the Start Mtr Rdnng unless a new meter has been installed. If Est Rdnng is checked, the number entered in this field is an estimated number for miles/hours of use.

- j. **Prev Mtr Rdnng:** The Previous Meter Reading displayed represents the previous meter reading at the end of the Trip Ticket/P&SE Form reporting cycle.
- k. **Start Mtr Rdnng:** This field is required only if a new meter has been installed. Enter the Starting Meter Reading.
- l. **Unavailable Days Maint:** Enter the number of days the asset was out of service awaiting repair or being repaired during this reporting cycle.



NOTE:

This input is very important for the system to compute utilization. Input will reduce the base figure (i.e., 2000 miles/month, 21 days/month, 168 hours/month (5-day week)) of computation giving a more accurate percentage of use.

- m. **Unavailable Days Sply:** Enter the number of days the asset was out of service awaiting parts during this period.



NOTE:

This input is very important for the system to compute utilization. Input will reduce the base figure (i.e., 2000 miles/month, 21 days/month, 168 hours/month (5-day week)) of computation giving a more accurate percentage of use.

- n. **Maint & Sply Month:** This number represents the combined total number of days the asset was not available to the operator due to awaiting maintenance and/or supply action during the current month.



NOTE:

DPAS will not allow more than 21 days per month unavailable days to be entered.

- o. Click **Save**.

The Transaction Processed dialog box will be displayed.

- p. Click **OK**.

You will be returned to the Key Data screen.

- q. Click **Exit**.

Updating Utilization Data

MODULE: Maintenance & Utilization

INTRODUCTION

This screen allows you to update the Mobile Production Service Table for utilization collection using the Trip Ticket or the P&SE Form as a source document. You can record downtime here, fluid use, as well as equipment usage. Downtime does not transfer to Mobile & Service Table "UNAVL SDY TOT" or "UNAVL MDY TOT" from work order.

Assume that an operator called in and reported of the total miles driven, 5 additional miles should have been reported off post.

PREREQUISITES

Catalog Table Svc Cd must be either "M" or "P".

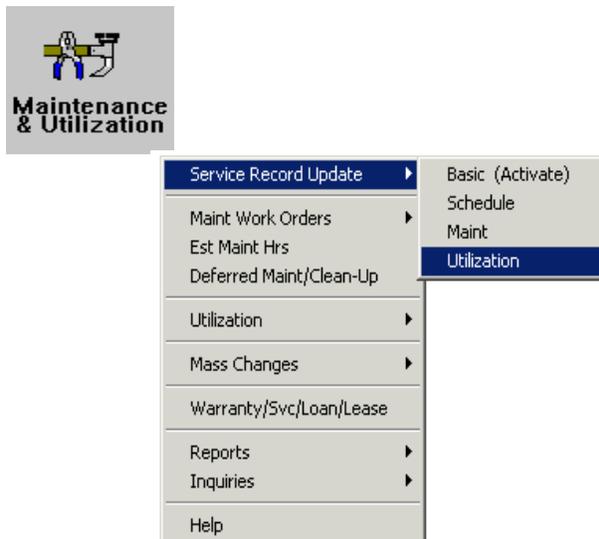
Mobile/Production Service Table Util Cd cannot be either "C" or "W".

Mobile/Production Service Table Del/Wvr Cd cannot be equal to "D".

Mobile/Production Service Table Mtr Cd cannot be equal to space.

STEPS TO PERFORM ACTION

1. Select the **Maintenance & Utilization** icon, or select **Maint/Util** from the menu bar.
2. Select **Service Record Update** from the program group.
3. Select **Utilization** from the program list.



Key Data dialog box with the following fields and buttons:

- Local Id Nbr:
- Bar Cd:
- Stock Nbr:
- Serial Nbr:
- Buttons:

STEP 1:

- Local Id Nbr:** If you assigned a Local Identification Number for the item, enter that number. **Proceed to step e.**
- Bar Cd:** If your Activity uses bar codes, enter the bar code of the asset. **Proceed to step e.**
- Stock Nbr:** If your Activity does not use bar codes, enter the stock number of the asset.
- Serial Nbr:** If your Activity does not use bar codes, enter the serial number of the asset.
- Click **OK**.

STEP 2:

- Prime Shift Monthly:** This should be the actual hours/miles the asset was used during the current month. If a correction is required, enter the revised number. The higher Prime Shift frequencies (Quarter, Annual, and Total) are updated.
- Prime Shift Quarterly:** This should be the actual hours/miles the asset was used during the current quarter. If a correction is required, enter the revised number. The higher Prime Shift frequencies (Annual and Total) are updated.
- Prime Shift Annual:** This should be the actual hours/miles the asset was used during the current year. If a correction is required, enter the revised number. The higher Prime Shift frequency (Total) is updated.

Update Utilization dialog box showing the following structure:

Key Data

Local Id Nbr: Bar Cd:
 Stock Nbr: Serial Nbr:
 Nomen:

Utilization	Monthly	Quarterly	Annual	Total
Prime Shift:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other Shift:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Days Used:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Days Idle:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fuel (Gals):	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Oil (Quarts):	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Off Post Util: Mi/Hr Total: Prev Month Mtr Rdnng:

Buttons:

NOTE: Other Shift is defined as any miles/hours above the set prime shift figures. Miles/hours of use above the base monthly miles/hours are automatically entered in the Other Shift field. The user makes no initial entry to the field. Only corrections may be made to it.

- Other Shift Monthly:** This should be the actual hours/miles the asset was used during the Other Shift. If a correction is required, enter the revised number. The higher Other Shift frequencies (Quarter, Annual and Total) are updated.
- Other Shift Quarterly:** This should be the actual hours/miles the asset was used during the other shift. If a correction is required, enter the revised number. The higher Other Shift frequencies (Annual and Total) are updated.
- Other Shift Annual:** This should be the actual hours/miles the asset was used during the other shift. If a correction is required, enter the revised number. The higher Other Shift frequency (Total) is updated.
- Days Used Monthly:** This should be the actual days the asset was used during the current month. If a correction is required enter the revised number. The higher Days Used frequencies (Quarter and Annual) are updated.

- h. **Days Used Quarterly:** This should be the actual days the asset was used during the current quarter. If a correction is required enter the revised number. The higher Days Used frequency (Annual) is updated.
- i. **Days Used Annual:** This should be the actual days the asset was used during the current year. If a correction is required enter the revised number.
- j. **Days Idle Monthly:** This should be the actual days the asset was idle during the current month. If a correction is required enter the revised number. The higher Days Idle frequencies (Quarter and Annual) are updated.
- k. **Days Idle Quarterly:** This should be the actual days the asset was idle during the quarter. If a correction is required enter the revised number. The higher Days Idle frequency (Annual) is updated.
- l. **Days Idle Annual:** This should be the actual days the asset was idle during the year. If a correction is required enter the revised number.
- m. **Fuel (Gals) Monthly:** This should be the actual gallons of fuel the asset used during the current month. If a correction is required enter the revised number. The higher Fuel (Gals) frequencies (Quarter, Annual, and Total) are updated.
- n. **Fuel (Gals) Quarterly:** This should be the actual gallons of fuel the asset used during the current quarter. If a correction is required enter the revised number. The higher Fuel (Gals) frequencies (Annual and Total) are updated.
- o. **Fuel (Gals) Annual:** This should be the actual gallons of fuel the asset used during the current year. If a correction is required enter the revised number. The higher Fuel (Gals) frequency (Total) is updated.
- p. **Fuel (Gals) Total:** This should be the total number of gallons of fuel used since the service record for the asset was activated. If a correction is required enter the revised number.
- q. **Oil (Quarts) Monthly:** This should be the actual quarts of oil the asset used during the current month. If a correction is required enter the revised number. The higher Oil (Quarts) frequencies (Quarter, Annual, and Total) are updated.
- r. **Oil (Quarts) Quarterly:** This should be the actual quarts of oil the asset used during the current quarter. If a correction is required enter the revised number. The higher Oil (Quarts) frequencies (Annual and Total) are updated.
- s. **Oil (Quarts) Annual:** This should be the actual quarts of oil the asset used during the current year. If a correction is required enter the revised number. The higher Oil (Quarts) frequency (Total) is updated.
- t. **Oil (Quarts) Total:** This should be the total number of quarts of oil the asset used since the service record for the asset was activated. If a correction is required enter the revised number.
- u. **Off Post Util:** This should be the miles the asset was driven off post for the current quarter. If a correction is required enter the revised number.
- v. **Mi/Hr Total:** This should be the actual miles/hours this asset has been used since the service record for the asset was activated. If a correction is required enter the revised number.
- w. **Prev Month Mtr Rdng:** This should be the meter reading recorded from the last Trip Ticket Report or P&SE Form input for the previous month. If a correction is required enter the revised number.
- x. Click **Save**.

The Transaction Processed dialog box will be displayed.

- y. Click **OK**.

You will be returned to the Key Data screen.

- z. Click **Exit**.

Dispatching

MODULE: Maintenance & Utilization

INTRODUCTION

This process will allow you to load dispatch data on mobile assets only. To access the processing window, you may access either through the **Service Record Update** and then **Basic (Activate)** processing window using the **Dispatch** button on the tool bar or through the **Utilization Dispatch** processing window.

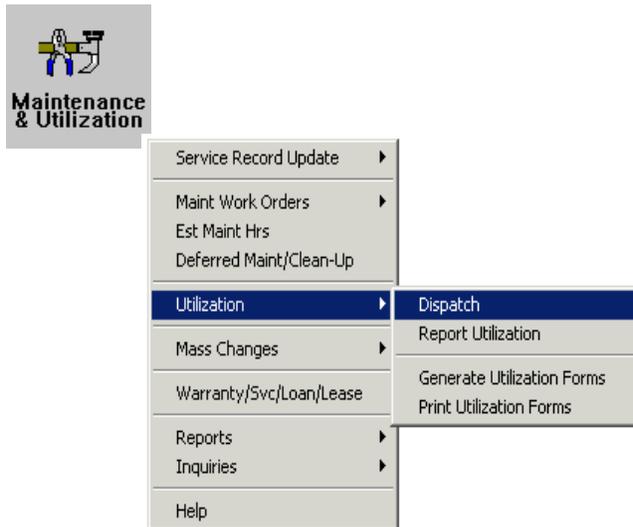
PREREQUISITES

Catalog Table Svc Cd must be equal to "M".

Mobile/Production Service record must exist.

STEPS TO PERFORM ACTION

1. Select the **Maintenance & Utilization** icon, or select **Maint/Util** from the menu bar.
2. Select **Utilization** from the program group.
3. Select **Dispatch** from the program list.



STEP 1:

- a. **Local Id Nbr:** If you assigned a Local Identification Number for the item, enter that number. **Proceed to step e.**
- b. **Bar Cd:** If your Activity uses bar codes, enter the bar code of the asset. **Proceed to step e.**
- c. **Stock Nbr:** If your Activity does not use bar codes, enter the stock number of the asset.
- d. **Serial Nbr:** If your Activity does not use bar codes, enter the serial number of the asset.
- e. Click **OK**.

STEP 2:

- a. **User Office:** Enter the user's office. Policy varies by Agency. This field identifies the office/activity actually using the asset. The information displayed is the User Office from the Mobile/Production Service Table.
- b. **Util Loc:** Enter the actual location where the asset is assigned for use.
- c. **Ofcl User Name:** Enter the Official User Name. This field identifies the person/activity requesting the use of this asset.
- d. **Operator:** Enter the Operator. This field identifies the name of the responsible person/office using the asset.
- e. **Pool Dispatch Nbr:** Enter the Pool Dispatch Number. This field identifies a specific motor pool responsible for dispatching the vehicle. This field is locally assigned.
- f. **Phone Ext:** Enter the Phone Extension. This field identifies the telephone number of the operator/office where contact can be made.
- g. **Dispatch Cd:** Select the applicable Dispatch Code. This field identifies the type/category of dispatch. For inquiry/report writing purposes. Valid codes are "D" (Daily), "R" (Recurring) or "W" (Weekly).
- h. Click **Save**.

The Transaction Processed dialog box will be displayed.

- i. Click **OK**.

You will be returned to the Key Data screen.

- j. Click **Exit**.

Requesting A Work Order

MODULE: Maintenance & Utilization

INTRODUCTION

This process allows you to create a work order for scheduled or unscheduled type maintenance. This keeps a maintenance register.

PREREQUISITES

To generate a scheduled maintenance work order, an asset must be identified on the Catalog Table with a Service Code of "M" or "P" and Preventive Maintenance must be scheduled for the asset in the Mobile/Production Service Table.

If an asset is on the property book, but is not in the Mobile/Production Service Table, user can generate an unscheduled maintenance work order by using either the Bar Cd or the Stock Nbr/Serial Nbr combination.

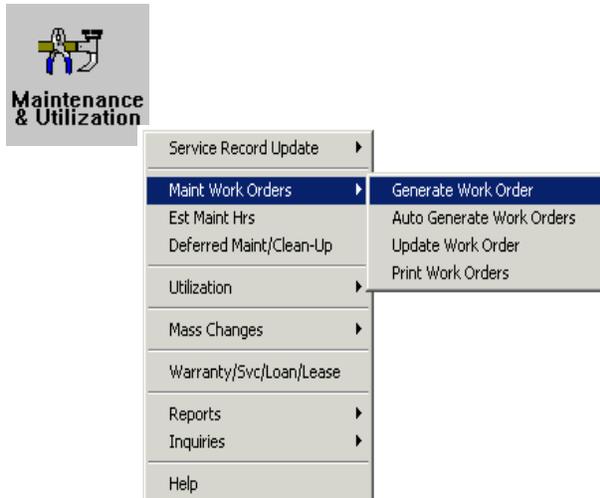
If an asset is a Bulk asset or is not on the property book, user can generate an unscheduled maintenance work order by first clicking the Non-Property Book Item box.

A work order can be generated for more than one shop by using the primary shop for the original work order, then suffixing the original work order number with a locally determined 2-digit code. The Maint Loc of the suffixed work order should be that of the other shop(s) also working on the asset. By using the Work Order Nbr suffix feature, the integrity of all work that must be done by multiple shops on the same asset at the same time is maintained. This feature is especially valuable for inquiry purposes.

A single work order can be generated for multiple actions of the same Typ Maint Cd by using the Non-Property Book Item feature. An example might be to fabricate chains for several different hoists, using the same work order.

STEPS TO PERFORM ACTION

1. Select the **Maintenance & Utilization** icon, or select **Maint/Util** from the menu bar.
2. Select **Maint Work Orders** from the program group.
3. Select **Generate Work Order** from the program list.



STEP 1:

- a. **Local Id Nbr:** If you assigned a Local Identification Number for the item, enter that number. **Proceed to step e.**
 - b. **Bar Cd:** If your Activity uses bar codes, enter the bar code of the asset. **Proceed to step e.**
 - c. **Stock Nbr:** If your Activity does not use bar codes, enter the stock number of the asset.
 - d. **Serial Nbr:** If your Activity does not use bar codes, enter the serial number of the asset.
 - e. **Non-Property Book:** If asset is not on the property book, check this box first. You can then enter asset information in any of the key fields which are normally display only (i.e., Stock Nbr, Serial Nbr, Nomenclature).
- f. **Nomen:** If the asset is on the property book, this field is displayed. If the asset is not on the property book, you should enter a brief description of the asset.
 - g. Click **OK**.

STEP 2:

a. **Type Maint Cd:** Select the Type Maintenance Code.

Type Maintenance Codes			
UNSCHEDULED		SCHEDULED	
1	Breakdown maintenance	A	Annual PM
2	Repair maintenance	L	Lube
3	Accident	M	Monthly PM
4	Warranty	O	Oil Analysis
5	Oil Analysis	Q	Quarterly PM
6	Modification work order	S	Semiannual PM
7	Inspection	T	Load Test, inspection and/or pressure
8	Fabrication		
9	Deferred maintenance		
0	Installation/removal		

 **NOTE:** If Type Maint Cd "9" (Deferred) is selected, when work begins on the asset, or when the work order is closed out, this code should be changed in the DPAS database to reflect the type maintenance actually done.

- b. **Maint Loc:** The Maintenance Location identifies the shop where the maintenance is performed (Mobile) or the shop which goes to the asset to perform maintenance (Production). The maintenance locations used are locally developed and should be consistent in their use.
- c. **Pri Cd:** The Priority Code is a 2-position user assigned numeric code (01-99) used to designate the urgency of the required maintenance.
- d. **Work Desc:** Enter a brief description of the problem. Required when generating an unscheduled maintenance work order.

- e. **Work Order Nbr:** Enter the first 1-3 positions. DPAS assigns the date and serial number of the work order in the remaining positions (4 thru 10) of this field when the "Save" process button is selected. If it is necessary to manually enter a Work Order Nbr, enter the entire number.



NOTES:

In the case of a suffixed Work Order Nbr, user enters the first 10 positions of the original Work Order Nbr, then adds a two-digit user defined suffix indicating another shop is also involved in the repair of the asset for a specific problem.

The Work Order Number consists of the following information:

Pos 1-3 -	user input
Pos 4-7 -	Julian date
Pos 8-10-	sequence number (positions 4-10) are normally system generated
Pos 11-12-	used to suffix original work order number for multiple shops

- f. **Cmrc Repair Cd:** Check this box if maintenance is being performed by a commercial source.
- g. **Local Use:** This is a free field.
- h. **Remarks:** This field is used for additional comments.
- i. **User Office:** Enter the User Office for the office/activity actually using the asset. If the asset is on the Mobile/Production Service Table, the displayed information will be retrieved from User Office field in that table. This field can be changed.
- j. **Phone Ext:** Enter the Phone Extension of the person/office the asset belongs to. This may also be the Phone Ext of the person calling in the work order (Production) or of the person who uses the asset that is in the shop (Mobile).
- k. **Submitter:** Enter the name of the person submitting the work order.
- l. **Loc:** Enter the Location where the asset is normally used or where it broke down (Mobile) or where the asset is installed (Production). If data is displayed in this field, it is retrieved from the Serial Hand Receipt Table or the Component Hand Receipt Table. This field can be changed.
- m. **Qty:** A Quantity of 1 is displayed if the asset is serial-managed on the property book. If the asset is bulk-managed, is not on the property book, or the work order is for more than one asset, you will need to enter a quantity.
- n. **Print Work Order:** Check this box if work order(s) should be printed out immediately following generation of the work order(s). Do not check this box if work orders will be printed out later using the separate Print Work Orders option.



NOTE:

User can generate several work orders and then print them all at one time from the Print Work Orders option. If user wants to print out work orders immediately after generating them, user should click the printer button at the top of the screen to access the Print Work Orders option.

The Transaction Processed dialog box will be displayed.

- o. Click **OK**.

You will be returned to the Key Data screen.

- p. Click **Exit**.

Requesting The Automatic Work Order Generation

MODULE: Maintenance & Utilization

INTRODUCTION

This screen gives you the option to automatically generate preventive maintenance work orders of mobile, production and service equipment, or both, scheduled for the next month.

PREREQUISITES

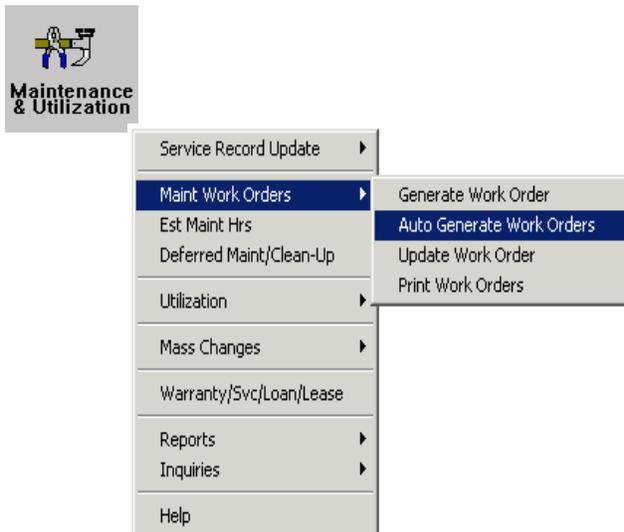
Catalog Table Svc Cd must be either "M" or "P".

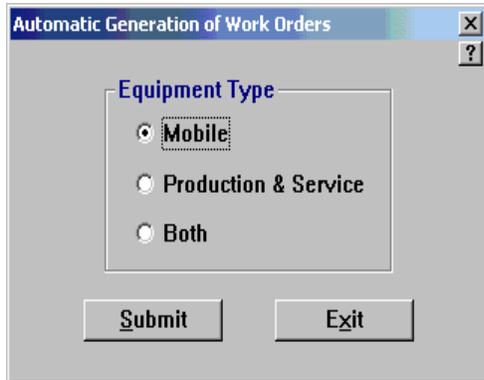
Mobile/Production Service Table Del/Wvr Cd cannot be equal to "D".

Mobile/Production Service Table PM (Preventive Maintenance) Cat Cd or Oil Analysis Cat Cd or Load Test Cat Cd must be either "1" (Service due) or "2" (Service Past Due).

STEPS TO PERFORM ACTION

1. Select the **Maintenance & Utilization** icon, or select **Maint/Util** from the menu bar.
2. Select **Maint Work Orders** from the program group.
3. Select **Auto Generate Work Orders** from the program list.





STEP 1:

- a. **Equipment Type:** Select the appropriate equipment type.

Equipment Type	
Mobile	This will automatically generate scheduled maintenance work orders for Mobile assets only.
Production & Service	This will automatically generate scheduled maintenance work orders for both Mobile and Production & Service assets.
Both	This will automatically generate scheduled maintenance work orders for both Mobile and Production & Service assets.

- b. Click **Submit**.

Changing Work Orders

MODULE: Maintenance & Utilization

INTRODUCTION

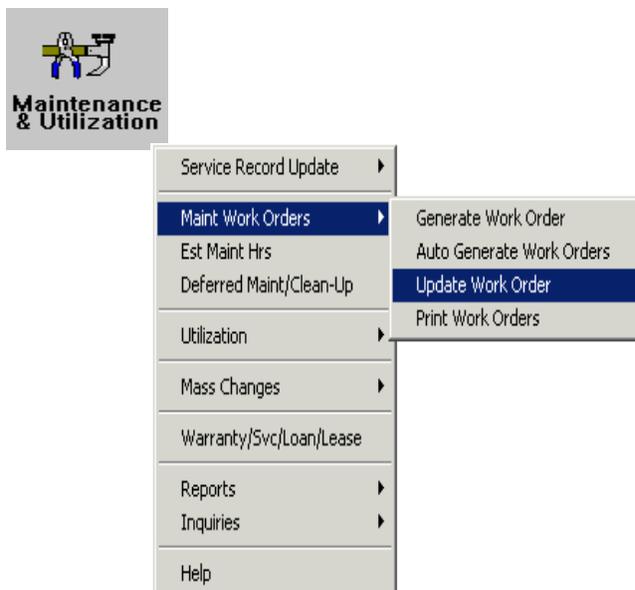
Allows you to change any of the data for a work order except the number, **Stock Nbr**, **Lcl Id Nbr**, and **Nomen**. If a work order has been closed out, any corrections affecting **Labor Hrs**, **Labor Cst**, or **Material Cst** must also be made on the MAINTENANCE CORRECTION screen.

PREREQUISITES

The work order must exist on the Maintenance Register Table.

STEPS TO PERFORM ACTION

1. Select the **Maintenance & Utilization** icon, or select **Maint/Util** from the menu bar.
2. Select **Maint Work Orders** from the program group.
3. Select **Update Work Order** from the program list.



STEP 1:

- a. **Retrieve By:** Select how you want to retrieve the information.
- b. **Options:** Select the option you want.

Options	
Selected	Select this option to access a record by a specific Work Order Number. This button is not available when retrieving by Local Id Nbr.
Open	Select this option to retrieve all open work orders (date completed is equal to 0) by set criteria.
Closed	Select this option to retrieve all closed work orders (date completed is not equal to 0) by set criteria.
All	Select this option to retrieve all work orders (open and closed) by set criteria.

- c. **Work Order Nbr/Local Id Nbr:** Enter the Work Order Nbr/Local Id Nbr. This number is used to read and retrieve the record from the Maintenance Register Table. This will change to either Work Order Nbr or Local Id Nbr depending how you were retrieving the information.

 **NOTE:** When the Selected option is selected in the Options box, the entire Work Order Nbr must be entered. For any of the other options in the Option box, any part of the Work Order Number/Local Id Number may be entered, and multiple work order records will be retrieved that meet the criteria entered. This is commonly referred to as the 'Wildcard' feature. The work order records will be displayed as detailed in the Work Orders Screen section.

- d. Click **OK**.

STEP 2:

- a. **Labor Hrs:** Enter the Labor Hours expended for this maintenance action. Hours and tenths of an hour are recorded. At least 0.1 Labor Hrs is required when closing out a work order.
- b. **Labor Cost:** Enter the Labor Cost expended for this maintenance action. This field is required when closing out a work order. A calculator button feature is placed along side to allow for the computation of labor cost using the labor hours with an hourly rate. Hourly rates with a brief description can be added using the "Personal Selection Box" feature.

- c. **Mat Cost:** Enter the Material Cost expended for this maintenance action.
- d. **Rcpt Dt:** Enter the Rcpt Date (YYYYMMDD) or click the calendar button to enter the date the asset was received in the shop for work. This field is required when closing out a work order.
- e. **Start Dt:** Enter the Start Dt (YYYYMMDD) or click the calendar button to enter the date maintenance was begun. This field is required when closing out a work order.

- f. **Cmpltd Dt:** Enter the Cmpltd Date (YYYYMMDD) or click the calendar button to enter the date the maintenance action was finished. This field is required when closing out a work order.
- g. **Unavail Maint Days:** The Unavailable Maintenance Days number represents the cumulative total of days this asset has been out of service awaiting repair or being repaired.



NOTE:

This input data will only update the Maintenance Register Table. The "Report Utilization" process is used to update the Mobile/Production Service Table with unavailable maintenance days. This is important to know since downtime (maintenance/supply) adjusts the base figure for computing utilization (refer to the DPAS On-Line Help, Annex M, paragraph M.5).

- h. **Unavail Sply Days:** The Unavailable Supply Days number represents the cumulative total of days this asset was out of service awaiting parts.



NOTE:

This input data will only update the Maintenance Register Table. The "Report Utilization" process is used to update the Mobile/Production Service Table with unavailable supply days. This is important to know since downtime (maintenance/supply) adjusts the base figure for computing utilization.

- i. **End Mtr Rdnng:** Enter the actual meter reading when maintenance was completed. This reading is used to determine future preventive maintenance schedules when PM frequency is based on miles/hours. This field is required when closing out a scheduled work order.



NOTE:

If an asset collects utilization, the miles/hours from last Report Utilization process cycle will be displayed in this field. It should be changed if not correct.

- j. **Work Desc:** Enter the Work Description to be accomplished. When closing out a work order, this field should be updated to identify the actual work performed. This field is required on unscheduled maintenance.
- k. **Local Use:** This is a free field.
- l. **Type Maint Cd:** Enter the Type of Maintenance being performed (i.e., L (Lube), A (Annual PM), 1 (Breakdown)).



NOTE:

When closing out a work order, if original Type Maint Cd was '9' (deferred), the code should be changed to indicate the type maintenance actually performed on the asset.

- m. **Remarks:** Enter any additional comments.
- n. **Pri Cd:** The Priority Code is a 2 position user assigned numeric code (01-99) used to designate the urgency of required maintenance. A "Personal Selection Box" feature has been added.
- o. **Loc:** Enter the actual Location (i.e., building number) of the asset. If the asset is on property book records, this field will initially be filled with Location data from the Serial Hand Receipt Table or Component Hand Receipt Table.
- p. **Cmrc Repair Cd:** The Commercial Repair Code (C) designates that maintenance is being performed by a commercial source.
- q. **Maint Loc:** Enter the Maintenance Location where maintenance is performed. A "Personal Selection Box" feature has been added.
- r. **Qty:** This field will always default to "1" when working with a system serial-managed asset. The quantity field is entered when working with either a bulk-managed asset or an asset that is not on the system (Non-Property Book Asset).
- s. **Cancel Cd:** The Cancel Code (C) box is checked when cancellation of a work order is required.

The Transaction Processed dialog box will be displayed.

t. Click **OK**.

You will be returned to the Key Data screen.

u. Click **Exit**.

Printing Work Orders

MODULE: Maintenance & Utilization

INTRODUCTION

This screen will allow you to request the printing of maintenance requests for records residing on the Maintenance Register Table. You will be prompted to print all the maintenance requests or to print work orders for a specific maintenance location. You may select either a central site for printing or local printing. Work orders will only be printed for those records whose print indicator, date completed and cancel code are equal to spaces.

PREREQUISITES

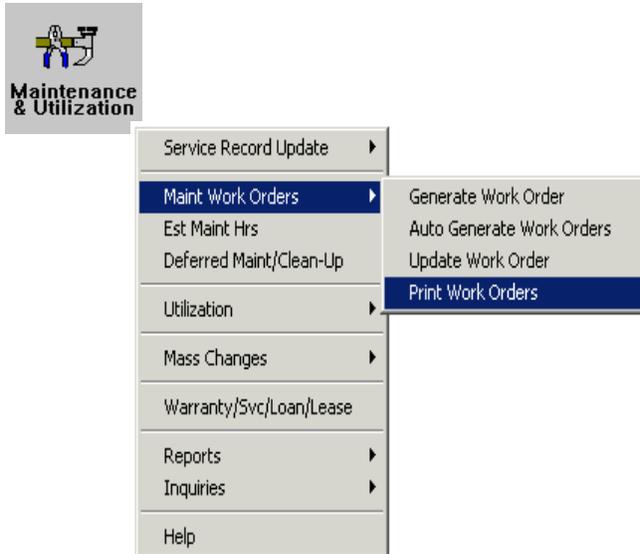
Maintenance Register Table Print Cd must be equal to space.

Maintenance Register Table Cancel Cd must be equal to space.

For Duplicate work orders the Work order must be on Maintenance Register Table.

STEPS TO PERFORM ACTION

1. Select the **Maintenance & Utilization** icon, or click **Maint/Util** on the menu bar.
2. Select **Maint Work Orders** from the program group.
3. Select **Print Work Orders** from the program list.



STEP 1:

- a. **Options:** Select which work order to print.

Options	
All	Select to print all work orders that were not printed previously.
Maint Location	Select to print all work orders that were not printed previously for a certain maintenance location. When selected, the Maint Loc input field will be available for data entry.
Duplicate Work Order	Select to print a work order by work order number. The work order may or may not have been printed previously. When selected, the Work Order Nbr input field will be available for data entry.

- b. **Maint Loc:** Enter the desired maintenance location. All previously unprinted work orders for that maintenance location will be printed. This field is only available for input when Maint Location is selected from the Options box.
- c. **Work Order Nbr:** Enter the desired work order number. The work order that matches that work order number will be printed. Field is only available for input when Duplicate Work Order is selected from the options box.
- d. Click **Submit**.

When the transaction is submitted, you will be returned back to this screen. From here, you can click **Print Rpts** to view/print your work order(s).

Estimating Maintenance Hours

MODULE: Maintenance & Utilization

INTRODUCTION

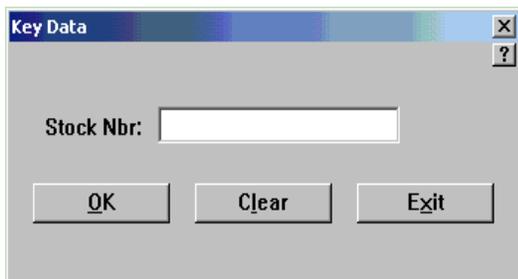
This screen will allow the entry of Estimated Maintenance Hours that will be used on the Workload Report to show the man-hour impact of the maintenance actions for preventive maintenance work orders.

PREREQUISITES

Catalog Table Svc Cd must be either "M" or "P".

STEPS TO PERFORM ACTION

1. Select the **Maintenance & Utilization** icon, or select **Maint/Util** from the menu bar.
2. Select **Est Maint Hrs** from the program group.



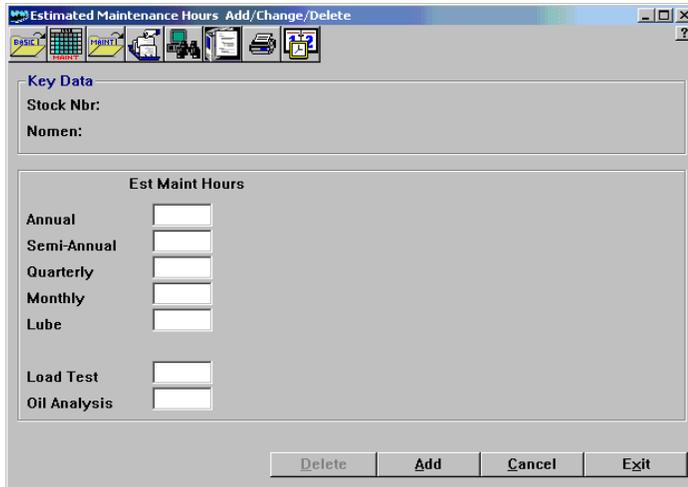
STEP 1:

- a. **Stock Nbr:** Enter the stock number of the asset.
- b. Click **OK**.

STEP 2:

Estimated Maintenance Hours:

- a. **Annual:** Enter the number of hours (whole hours and tenths as appropriate) estimated to perform this level of maintenance.
- b. **Semi-Annual:** Enter the number of hours (whole hours and tenths as appropriate) estimated to perform this level of maintenance.
- c. **Quarterly:** Enter the number of hours (whole hours and tenths as appropriate) estimated to perform this level of maintenance.
- d. **Monthly:** Enter the number of hours (whole hours and tenths as appropriate) estimated to perform this level of maintenance.
- e. **Lube:** Enter the number of hours (whole hours and tenths as appropriate) estimated to perform this level of maintenance.
- f. **Load Test:** Enter the number of hours (whole hours and tenths as appropriate) estimated to perform this level of maintenance.
- g. **Oil Analysis:** Enter the number of hours (whole hours and tenths as appropriate) estimated to perform this level of maintenance.
- h. Click **Add**.



The Transaction Processed dialog box will be displayed.

- i. Click **OK**.

You will be returned to the Key Data screen.

- j. Click **Exit**.

Mass Changing The User Office And/Or Possible Day Code

MODULE: Maintenance & Utilization

INTRODUCTION

This screen will allow you to make global changes to the User Office or the Possible Day Code (valid entries are 4 or 5) on the Mobile/Production Service Table. You can designate whether the changes to be made should affect only Mobile equipment (**M**), or only **P&SE** equipment (**P**), or All equipment (**A**). This program then builds a transaction to the Batch Transaction Input Table with the data entered, which will trigger the table update during the batch processing.

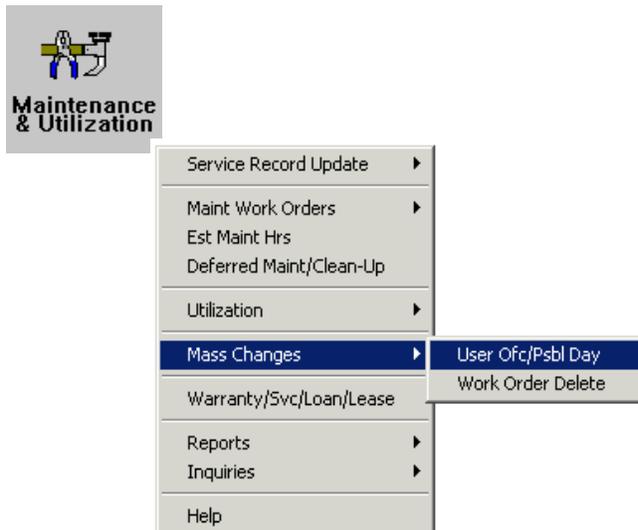
PREREQUISITES

Catalog Table Svc Cd must be either "M" or "P".

Mobile/Production Service Table Del/Wvr Cd cannot be equal to "D".

STEPS TO PERFORM ACTION

1. Select the **Maintenance & Utilization** icon, or select **Maint/Util** from the menu bar.
2. Select **Mass Changes** from the program group.
3. Select **User Ofc/Psbl Day** from the program list.



The screenshot shows a dialog box titled "User Office / Possible Day Mass Change". It features two text input fields for "From User Office:" and "To User Office:". Below these are two sections: "Equipment Type" with radio buttons for "Mobile" (selected), "Production & Service", and "Both"; and "Psbl Days" with radio buttons for "4 Days" and "5 Days". At the bottom are three buttons: "Submit", "Clear", and "Exit".

STEP 1:

- a. **From User Office:** Required when performing a mass change of User Office.
- b. **To User Office:** Required when From User Office is entered. Entry must be different than From User Office.
- c. **Equipment Type:** Select the equipment type required for this process.
- d. **Psbl Days:** Select the **NEW** possible days code, if applicable.



HINT!

Remember...this is a **BATCH** process and the change will not be in effect until the following day!

Deleting Work Orders

MODULE: Maintenance & Utilization

INTRODUCTION

This process will delete completed maintenance work orders in conjunction with the purge code requested. This normally is an annual purge done at the end of the calendar year.



NOTE:

There is no reversal for this process!

Older than 90 days: Click to delete work orders completed more than 90 days from request date.

Older than 180 days: Click to delete work orders completed more than 180 days from request date.

Older than 365 days: Click to delete work orders completed more than 365 days from request date.

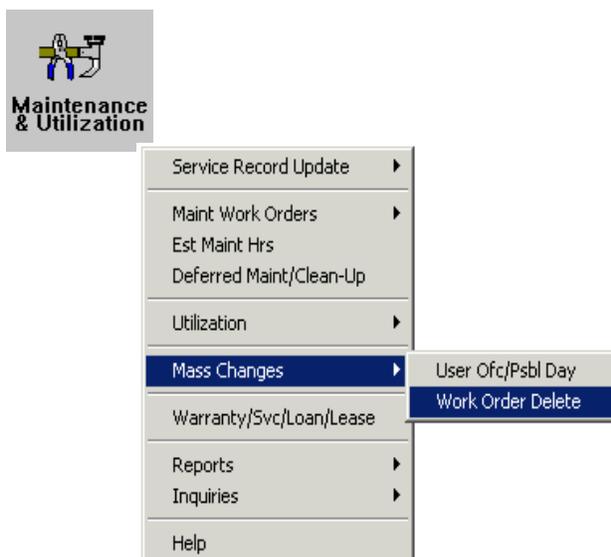
PREREQUISITES

Work Orders must have a Cmpltd Dt on the Maintenance Register Table.

Cmpltd Dt must be older than 90, 180, or 365 days from date of request.

STEPS TO PERFORM ACTION

1. Select the **Maintenance & Utilization** icon, or select **Maint/Util** from the menu bar.
2. Select **Mass Changes** from the program group.
3. Select **Work Order Delete** from the program list. A printout of deleted work orders will be provided.



STEP 1:

- a. **Type:** Select if this is a one-time or scheduled deletion.
- b. **One Time Work Order Delete:** Select the appropriate option if you selected the one time type.

One Time Work Order Delete	
All	Select to delete work orders for all assets.
Deleted assets only	Select to delete work orders for only those assets that are no longer on the property book.
Older than 90 days	Select to delete work orders completed more than 90 days from request date.
Older than 180 days	Select to delete work orders completed more than 180 days from request date.
Older than 365 days	Select to delete work orders completed more than 365 days from request date.

- c. **Scheduled Work Order Delete:** Select the appropriate option if you selected the schedule type.

Scheduled Work Order Delete	
All	Select to delete work orders for all assets.
Deleted assets only	Select to delete work orders for only those assets that are no longer on the property book.
Older than 90 days	Select to delete work orders completed more than 90 days from request date.
Older than 180 days	Select to delete work orders completed more than 180 days from request date.
Older than 365 days	Select to delete work orders completed more than 365 days from request date.

- d. **Del Freqn:** Select the appropriate delete frequency. This field is only accessible if you are scheduling the delete.

Delete Frequency	
N/A	Blank
M	Monthly
Q	Quarterly
F	Annual (Fiscal)
C	Annual (Calendar)