



Search for a Preventive Maintenance Schedule — Work Plan

Overview

The Maintenance and Utilization module Schedule Preventive Maintenance — Work Plan process provides the ability to build Preventive Maintenance (PM) schedules with one or more Work Plans.

Helpful Tip



If a Vehicle needs to be inspected every 10,000 miles and the last time the inspection was completed was at 50,000 miles, then the next time that the asset should be inspected again is 60,000 miles (50,000 + 10,000).

It is imperative that the user reports the asset use in DPAS.


However, if the user **has not** been reporting utilization, then the asset in DPAS is still at 50,000 miles. It doesn't matter that it has been three months since the last inspection point, and the asset had accumulated 13,000 miles, yielding a total utilization of 63,000 miles. Therefore, a Work Order **does not** generate for this asset because, according to the data provided in DPAS, the latest utilization quantity is 50,000 miles and the asset is not yet due for Maintenance at this point.

Navigation

Maintenance > SCHED PREVENT MAINT > MAINT SCHED/Work Plans > Schedule Preventive Maintenance — Work Plan Search page

Procedures

Search for a Preventive Maintenance Schedule — Work Plan


One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

1. In the Search Criteria box, narrow the results by entering one of the following optional fields.



Search Criteria

Maint Schedule Id	<input type="text"/>	Maint Activity	BROOKS MA
Maint Schedule Name	<input type="text"/>	Occurrence	
Maint Schedule Description	<input type="text"/>	Central Maint Schedule	
Priority		Work Plan Name	<input type="text"/>



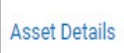
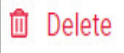

- Select . The results display in the Search Results grid.

Search Results

Options	ID	Name	Description	Occurrence	Recurring Method	Frequency	Set Sched Date	Central Maint Sched	Nbr Of Assets	Nbr Of Work Plans	Priority
<input type="checkbox"/>	FUNC2BROOKS MAPREVDPASANNUAL251	DPAS ANNUAL	TEST PLAN DESC	Recurring	DM			No	1	1	Routine III - 11-15 days
<input type="checkbox"/>	FUNC2BROOKS MAPREVDPASANNUAL289	DPAS ANNUAL	TEST PLAN DESC	Recurring	XD	Y		No	1	1	Routine II - 6-10 days
<input type="checkbox"/>	FUNC2BROOKS MAPREVDPASANNUAL315	DPAS ANNUAL	TEST PLAN DESC	Recurring	XD	Y	1/1/2013	No	1	1	Routine III - 11-15 days

1 - 3 of 3 items

View the Asset Details

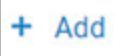
- Click  to select the desired work plan. The row becomes highlighted, and the  and  buttons are available. The  button is available when the Nbr of Assets is 0.
- Select . The **Search for a Preventive Maintenance Schedule - Asset Assignment** page appears.



Add a Preventive Maintenance Schedule — Work Plan


Navigation

Maintenance > SCHED PREVENT MAINT > MAINT SCHED/Work Plans > MAINT SCHED

Search >  > Schedule Preventive Maintenance — Work Plan Add page

Procedures

Add a Preventive Maintenance Schedule — Work Plan

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

Selecting  at any point of this procedure returns all fields to the default setting.



1. Select . The **Add a Preventive Maintenance Schedule** page appears.

Maintenance Schedule

Basic Information

<p>* Maint Activity <input type="text" value="BPG TEST"/></p> <p>* Maint Schedule Id Prefix <input type="text" value="AA-LEADBPG TEST"/></p> <p>* Maint Schedule Name <input type="text"/></p> <p>* Maint Schedule Description <input type="text"/></p> <p>* Priority <input type="text" value="Routine I - 5 days"/></p>	<p>* Occurrence <input type="text" value="Select an Occurrence"/></p> <p><input checked="" type="checkbox"/> Auto Generate Work Order</p> <p><input type="checkbox"/> Schedule if Asset Not In Use</p> <p><input type="checkbox"/> Schedule if Saturday/Sunday</p>
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- A. Use ▼ to select the Maint Activity.
- B. Use ▼ to select the Maint Schedule Id Prefix.
- C. Enter the MAINT SCHEDULE NAME in the field provided. *This is a 50 alphanumeric character field.*
- D. Enter the MAINT SCHEDULE DESCRIPTION in the field provided. *This is a 250 alphanumeric character field.*
- E. Use ▼ to select the Priority.
- F. Use ▼ to select the Occurrence.

- One Time

Maintenance Schedule

Basic Information

<p>* Maint Activity <input type="text" value="BPG TEST"/></p> <p>* Maint Schedule Id Prefix <input type="text" value="AA-LEADBPG TEST"/></p> <p>* Maint Schedule Name <input type="text"/></p> <p>* Maint Schedule Description <input type="text"/></p> <p>* Priority <input type="text" value="Routine I - 5 days"/></p>	<p>* Occurrence <input type="text" value="One Time"/></p> <p><input checked="" type="checkbox"/> Auto Generate Work Order</p> <p><input type="checkbox"/> Schedule if Asset Not In Use</p> <p><input type="checkbox"/> Schedule if Saturday/Sunday</p>
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One Time

<p>Suspend Until Date <input type="text" value="month/day/year"/></p> <p>Days Before Sched Date <input type="text"/></p> <p>Set Schedule Date <input type="text" value="month/day/year"/></p>	<p>Suspend Until Util Qty <input type="text"/></p> <p>Set Schedule Util Qty <input type="text"/></p> <p>Schedule Before Util Qty <input type="text"/></p>
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- Recurring



Help Reference Guide

Maintenance Schedule

Basic Information

* **Maint Activity** BPG TEST ▼

* **Occurrence** Recurring ▼

* **Maint Schedule Id Prefix** AA-LEADBPG TEST ▼

Auto Generate Work Order

* **Maint Schedule Name**

Schedule if Asset Not In Use

* **Maint Schedule Description**

Schedule if Saturday/Sunday

* **Priority** Routine I - 5 days ▼

Recurring

* **Recurring Method** Select an Item ▼



- a. Use ▼ to select the Recurring Method.
 - Not Applicable

Maintenance Schedule

Basic Information

* Maint Activity <input type="text" value="BPG TEST"/> ▼	* Occurrence <input type="text" value="Recurring"/> ▼
* Maint Schedule Id Prefix <input type="text" value="AA-LEADBPG TEST"/> ▼	<input checked="" type="checkbox"/> Auto Generate Work Order
* Maint Schedule Name <input type="text"/>	<input type="checkbox"/> Schedule if Asset Not In Use
* Maint Schedule Description <input type="text"/>	<input type="checkbox"/> Schedule if Saturday/Sunday
* Priority <input type="text" value="Routine 1 - 5 days"/> ▼	

Recurring

* Recurring Method <input type="text" value="Not Applicable"/> ▼	* Util Qty Frequency <input type="text"/> ▲▼
Suspend Until Util Qty <input type="text"/> ▲▼	* Last Util Qty <input type="text"/> ▲▼
Schedule Before Util Qty <input type="text"/> ▲▼	

1. Use ▼ to select the Recurring Method.
 2. Use ▲▼ to choose the UTIL QTY FREQUENCY.
 3. Use ▲▼ to choose the LAST UTIL QTY.
- Every X Days



Help Reference Guide

Maintenance Schedule

Basic Information

* **Maint Activity**

* **Occurrence**

* **Maint Schedule Id Prefix**

Auto Generate Work Order

* **Maint Schedule Name**

Schedule if Asset Not In Use

* **Maint Schedule Description**

Schedule if Saturday/Sunday

* **Priority**

Recurring

* **Recurring Method**

* **Interval**

Suspend Until Date

Days Before Sched Date

* **Frequency**

* **Schedule Method**

1. Use to select the Recurring Method.
2. Use to select Frequency.
3. Use to choose the Interval.
4. Use to select the Schedule Method.




A. Set Sched Date

Recurring	
* Recurring Method	Every X Days
Suspend Until Date	month/day/year
* Frequency	Select an Item
* Interval	
Days Before Sched Date	
* Schedule Method	Set Sched Date
* Set Schedule Date	month/day/year

B. Last Maint Date

Recurring	
* Recurring Method	Every X Days
Suspend Until Date	month/day/year
* Frequency	Select an Item
* Interval	
Days Before Sched Date	
* Schedule Method	Last Maint Date
Suspend Until Util Qty	
Sched Before Util Qty	
* Last Maint Date	month/day/year
Last Util Qty	
Util Qty Frequency	

- a. Use  to select the LAST MAINT DT, or enter the date (MM/DD/YYYY) in the field provided.
- Weekly by Week of Month





Help Reference Guide

Maintenance Schedule

Basic Information

* Maint Activity	BPG TEST	* Occurrence	Recurring
* Maint Schedule Id Prefix	AA-LEADBPG TEST	<input checked="" type="checkbox"/>	Auto Generate Work Order
* Maint Schedule Name		<input type="checkbox"/>	Schedule if Asset Not In Use
* Maint Schedule Description		<input checked="" type="checkbox"/>	Schedule if Saturday/Sunday
* Priority	Routine I - 5 days		

Recurring

* Recurring Method	Weekly by Week of Month	* Schedule Effective Date	month/day/year
Suspend Until Date	month/day/year	* Select Day(s) of Week	
* Select Week(s) of Month			

1. Use ▼ to select the Recurring Method.
 2. Select the Select Week(s) of Month field to choose the month(s) from the list.
 3. Use 📅 to select the SCHEDULE EFFECTIVE DATE, or enter the date (MM/DD/YYYY) in the field provided.
 4. Select the Select Day(s) of the Week field to choose the number(s) from the list.
- Selected Days of Month



Maintenance Schedule

Basic Information

<p>* Maint Activity <input type="text" value="BPG TEST"/></p> <p>* Maint Schedule Id Prefix <input type="text" value="AA-LEADBPG TEST"/></p> <p>* Maint Schedule Name <input type="text"/></p> <p>* Maint Schedule Description <input type="text"/></p> <p>* Priority <input type="text" value="Routine I - 5 days"/></p>	<p>* Occurrence <input type="text" value="Recurring"/></p> <p><input checked="" type="checkbox"/> Auto Generate Work Order</p> <p><input type="checkbox"/> Schedule if Asset Not In Use</p> <p><input checked="" type="checkbox"/> Schedule if Saturday/Sunday</p>
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Recurring

<p>* Recurring Method <input type="text" value="Selected Days of Month"/></p> <p>Suspend Until Date <input type="text" value="month/day/year"/></p> <p>* Select Month(s) <input type="text"/></p>	<p>* Schedule Effective Date <input type="text" value="month/day/year"/></p> <p>* Select Day(s) <input type="text"/></p>
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1. Use ▼ to select the Recurring Method.
 2. Select the Select Month(s) field to choose the month(s) from the list.
 3. Use 📅 to select the SCHEDULE EFFECTIVE DATE, or enter the date (MM/DD/YYYY) in the field provided.
 4. Select the Select Day(s) field to choose the day(s) from the list.
- Selected Days of Week



Maintenance Schedule

Basic Information

* Maint Activity	BPG TEST	* Occurrence	Recurring
* Maint Schedule Id Prefix	AA-LEADBPG TEST	<input checked="" type="checkbox"/>	Auto Generate Work Order
* Maint Schedule Name		<input type="checkbox"/>	Schedule if Asset Not In Use
* Maint Schedule Description		<input checked="" type="checkbox"/>	Schedule if Saturday/Sunday
* Priority	Routine I - 5 days		

Recurring

* Recurring Method	Selected Days of Week	* Schedule Effective Date	month/day/year 
Suspend Until Date	month/day/year 	* Select Day(s) of Week	

1. Use  to select the Recurring Method.
 2. Use  to select the SCHEDULE EFFECTIVE DATE, or enter the date (MM/DD/YYYY) in the field provided.
 3. Select the Select Day(s) of Week field to choose the number(s) from the list.
2. Complete the Work Plans grid.

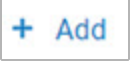

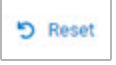

Click  to select the Work Plan. *All Maintenance Schedules must contain at least one Work Plan. If it does not, select , and the **Select Work Plans** pop-up window appears.*

Work Plans

Options ▾ + Add Delete Reset

<input type="checkbox"/>	Plan Id ↑	Plan Type	Plan Name	Plan Description	Central Work Plan	Maintenance Team	Maintenance Location
<input type="checkbox"/>	MAIN ENGINEERING	MANT	GEORDI LAFORGE	LOCATION OF WARP CORE 2	No		

10 items per page 1 - 1 of 1 items

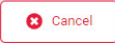


- Delete a Work Plan
 - A. Click to select the desired work plan. *The row becomes highlighted, and the ,  and  buttons are available.*
 - B. Select . *The Work Plan is immediately removed from the Search Results grid.*


3. Complete the Notes grid.

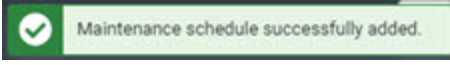
Notes



Remarks

History Remarks

- 4. Select . *A verification pop-up window appears if the Auto Generate Work Order is changed. The **Add a Preventive Maintenance Schedule** page closes and*

 *appears as the entry is added to the Search Results grid.*

- A. If the Auto Generate Work Order is changed from  to , the verification pop-up window appears:



Help Reference Guide



You have chosen to NOT auto-generate this work order. Are you sure you don't want the work order auto-generated on the selected schedule dates?



No, Make Changes



Yes, Proceed



No, Make Changes

Select . The **Add a Preventive Maintenance Schedule** page appears.

a.

OR



Yes, Proceed

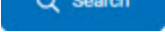

Select . The **Add a Preventive Maintenance Schedule** page closes and  appears as the entry is added to the Search Results grid.






Update the Preventive Maintenance Schedule — Work Plan




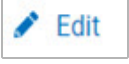
Navigation

Maintenance > SCHED PREVENT MAINT > MAINT SCHED / Work Plans >  >
 (desired record) >  > Schedule Preventive Maintenance — Work Plan Update page

Procedures

Update a Preventive Maintenance Schedule — Work Plan

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

- Click to select the desired preventive maintenance. The row becomes highlighted, and the  and  buttons are available. The  button is available when the NBR of Assets is 0.
- Select . The **Update a Preventive Maintenance Schedule** page appears.



- One Time

Maintenance Schedule

Basic Information


* Maint Activity <input type="text" value="BROOKS MA"/>	* Occurrence <input type="text" value="One Time"/>
* Maint Schedule Id <input type="text" value="FUNC-2BROOKS MA455"/>	<input checked="" type="checkbox"/> Auto Generate Work Order
* Maint Schedule Name <input type="text" value="BPG Test"/>	<input type="checkbox"/> Schedule if Asset Not In Use
* Maint Schedule Description <input type="text" value="BPG Test"/>	<input type="checkbox"/> Schedule if Saturday/Sunday
* Priority <input type="text" value="Routine 1 - 5 days"/>	

One Time

Suspend Until Date <input type="text" value="month/day/year"/>	Suspend Until Util Qty <input type="text" value="2"/>
Days Before Sched Date <input type="text" value="1"/>	Set Schedule Util Qty <input type="text" value="2"/>
Set Schedule Date <input type="text" value="10/19/2021"/>	Schedule Before Util Qty <input type="text" value="1"/>

- A.** Verify the MAINT ACTIVITY.
- B.** Verify the MAINT SCHEDULE ID.
- C.** Update the MAINT SCHEDULE NAME, entering the revised identifier in the field provided. *This is a 50 alphanumeric character field.*
- D.** Update the MAINT SCHEDULE DESCRIPTION, entering the revised explanation in the field provided. *This is a 250 alphanumeric character field.*
- E.** Update the Priority, using ▼ to select the desired prerogative.
- F.** Update the Occurrence, using ▼ to select the desired status.

Note

 The MAINT SCHEDULE ID, Occurrence and MAINT ACTIVITY fields become read-only when the Nbr of Assets exceeds 0.

- Recurring



Maintenance Schedule

Basic Information

* Maint Activity	BROOKS MA	* Occurrence	Recurring
* Maint Schedule Id	AnotherforTest2738	<input checked="" type="checkbox"/> Auto Generate Work Order	
* Maint Schedule Name	Hugh Hunton Test 10	<input type="checkbox"/> Schedule if Asset Not In Use	
* Maint Schedule Description	Hugh Hunton Test 10	<input type="checkbox"/> Schedule if Saturday/Sunday	
* Priority	Routine 1 - 5 days		

- A.** Verify the *MAINT ACTIVITY*.
- B.** Verify the *MAINT SCHEDULE ID*.
- C.** Update the *MAINT SCHEDULE NAME*, entering the revised identifier in the field provided. *This is a 50 alphanumeric character field.*
- D.** Update the *MAINT SCHEDULE DESCRIPTION*, entering the revised explanation in the field provided. *This is a 250 alphanumeric character field.*
- E.** Update the Priority, using ▼ to select the desired prerogative.
- F.** Verify the *Occurrence*.



- Not Applicable

Maintenance Schedule

Basic Information


<p>* Maint Activity <input type="text" value="BROOKS MA"/></p> <p>* Maint Schedule Id <input type="text" value="AnotherforTest2713"/></p> <p>* Maint Schedule Name <input type="text" value="BTRegress-22.2.2-64745A"/></p> <p>* Maint Schedule Description <input type="text" value="Regression testing 64745"/></p> <p>* Priority <input type="text" value="Routine I - 5 days"/></p>	<p>* Occurrence <input type="text" value="Recurring"/></p> <p><input checked="" type="checkbox"/> Auto Generate Work Order</p> <p><input type="checkbox"/> Schedule if Asset Not In Use</p> <p><input type="checkbox"/> Schedule if Saturday/Sunday</p>
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Recurring

<p>* Recurring Method <input type="text" value="Not Applicable"/></p> <p>Suspend Until Util Qty <input type="text" value="15"/></p> <p>Schedule Before Util Qty <input type="text" value="6"/></p>	<p>* Util Qty Frequency <input type="text" value="6"/></p> <p>* Last Util Qty <input type="text" value="11"/></p>
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- Update the Recurring Method, using  to select the desired method.

Note

 The Recurring Method, UTIL QTY FREQUENCY and LAST UTIL QTY fields become read-only when the Nbr of Assets exceeds 0.

- Update the UTIL QTY FREQUENCY, using  to choose the revised frequency.
 - Update the LAST UTIL QTY, using  to choose the revised quantity.
- Every X Days

Maintenance Schedule

Basic Information


* Maint Activity	BROOKS MA	* Occurrence	Recurring
* Maint Schedule Id	FUNC-2BROOKS MA600	<input checked="" type="checkbox"/> Auto Generate Work Order	
* Maint Schedule Name	gfa recurring test	<input type="checkbox"/> Schedule if Asset Not In Use	
* Maint Schedule Description	gfa recurring test	<input type="checkbox"/> Schedule if Saturday/Sunday	
* Priority	Routine IV - 16-20 days		

Recurring

* Recurring Method	Every X Days	Days Before Sched Date	10
Suspend Until Date	month/day/year	* Schedule Method	Set Sched Date
* Frequency	Weekly	* Set Schedule Date	6/27/2022
* Interval	50		

a. Update the Recurring Method, using ▼ to select the desired method.

Note



The Recurring Method, Frequency, Interval, and Schedule Method fields become read-only when the Nbr of Assets exceeds 0.

b. Update the Frequency, using ▼ to select the desired frequency.

c. Update the Interval, using ▲▼ to choose the revised quantity.

d. Update the Schedule Method, using ▼ to select the desired method.

1. Set Sched Date

Update the Set Schedule Date, using 📅 or entering the date (MM/DD/YYYY) in the field provided.


Note



The Set Schedule Date field becomes read-only when the Nbr of Assets exceeds 0.

2. Last Maint Date

Recurring	
* Recurring Method	Every X Days
Suspend Until Util Qty	
Suspend Until Date	month/day/year
* Frequency	Weekly
* Interval	2
Sched Before Util Qty	
* Last Maint Date	11/17/2022
Last Util Qty	3
Days Before Sched Date	
* Schedule Method	Last Maint Date
Util Qty Frequency	3

A. Update the LAST MAINT DT, using  or entering the date (MM/DD/YYYY) in the field provided.

- Weekly by Week of Month



Maintenance Schedule

Basic Information

* Maint Activity	<input type="text" value="BROOKS MA"/>	* Occurrence	<input type="text" value="Recurring"/>
* Maint Schedule Id	<input type="text" value="FUNC-2BROOKS MA456"/>	<input checked="" type="checkbox"/> Auto Generate Work Order	
* Maint Schedule Name	<input type="text" value="BPG Test"/>	<input type="checkbox"/> Schedule If Asset Not In Use	
* Maint Schedule Description	<input type="text" value="BPG Test"/>	<input checked="" type="checkbox"/> Schedule If Saturday/Sunday	
* Priority	<input type="text" value="Routine I - 5 days"/>		

Recurring

* Recurring Method	<input type="text" value="Weekly by Week of Month"/>	* Schedule Effective Date	<input type="text" value="10/19/2021"/>
Suspend Until Date	<input type="text" value="month/day/year"/>	* Select Day(s) of Week	<input type="text" value="Tuesday X"/>
* Select Week(s) of Month	<input type="text" value="Third X"/>		

- a. Update the Recurring Method, using ▼ to select the desired process.
Update the Select Weeks(s) of Month field by either:
- b.
 - Add a week by selecting the field and choosing additional weeks.
 - OR**
 - Delete by selecting the X on the week entry.
- c. Update the SCHEDULE EFFECTIVE DATE, using 📅 or entering the date (MM/DD/YYYY) in the field provided.
Update the Select Day(s) of the Week field by either:
- d.
 - Add a day by selecting the field and choosing additional days.
 - OR**
 - Delete by selecting the X on the day entry.
- Selected Days of Month

Maintenance Schedule

Basic Information

* Maint Activity: BROOKS MA

* Maint Schedule Id: AnotherforTest2787

* Maint Schedule Name: HHunton Regression Test 13

* Maint Schedule Description: Test 2022.3.1

* Priority: Routine I - 5 days

* Occurrence: Recurring

Auto Generate Work Order:

Schedule if Asset Not In Use:

Schedule if Saturday/Sunday:

Recurring

* Recurring Method: Selected Days of Month

* Schedule Effective Date: 12/03/2022

Suspend Until Date: 12/08/2022


* Select Day(s): 2 X


* Select Month(s): February X

a. Update the Recurring Method, using ▼ to select the desired process.
 Update the Select Month(s) field by either:

- b.
- Add a month by selecting the field and choosing additional months.
 - OR**
 - Delete by selecting the X on the month entry.

Note

 Additional fields become available for update when the Nbr of Assets equals 0.

c. Update the SCHEDULE EFFECTIVE DATE, using  or entering the date (MM/DD/YYYY) in the field provided.
 Update the Select Day(s) field by either:

- d.
- Add a date number by selecting the field and choosing additional numbers.
 - OR**
 - Delete by selecting the X on the number entry.

- Selected Days of Week

Maintenance Schedule

Basic Information

* Maint Activity <input type="text" value="BROOKS MA"/>	* Occurrence <input type="text" value="Recurring"/>
* Maint Schedule Id <input type="text" value="FUNC:2BROOKS MA457"/>	<input checked="" type="checkbox"/> Auto Generate Work Order
* Maint Schedule Name <input type="text" value="BPG Test"/>	<input type="checkbox"/> Schedule if Asset Not In Use
* Maint Schedule Description <input type="text" value="BPG Test"/>	<input checked="" type="checkbox"/> Schedule if Saturday/Sunday
* Priority <input type="text" value="Routine I - 5 days"/>	

Recurring

* Recurring Method <input type="text" value="Selected Days of Week"/>	* Schedule Effective Date <input type="text" value="10/19/2021"/>
Suspend Until Date <input type="text" value="month/day/year"/>	* Select Day(s) of Week <input type="text" value="Tuesday X"/>

- a. Update the Recurring Method, using to select the desired process.
 - b. Update the SCHEDULE EFFECTIVE DATE, using or entering the date (MM/DD/YYYY) in the field provided.
- Update the Select Day(s) of the Week field by either:
- c.
 - Add a day by selecting the field and choosing additional days.
 - OR**
 - Delete by selecting the X on the day entry.
3. Click to select the Work Plan. *All Maintenance Schedules must contain at least one Work Plan. If it does not, select , and the **Select Work Plans** pop-up window appears.*

Work Plans

Options ▾ + Add Delete Reset

<input type="checkbox"/>	Plan Id ↑	Plan Type	Plan Name	Plan Description	Central Work Plan	Maintenance Team Id	Maintenance Location
<input type="checkbox"/>	BLK	CSIS	UPDATE TRUCK	PERIODIC	No		

10 items per page 1 - 1 of 1 items

- Delete a Work Plan
 - Click to select the desired work plan. *The row becomes highlighted, and the + Add, Delete, and Reset buttons are available.*
 - Select . *The Work Plan is immediately removed from the Search Results grid.*

4. Verify the Notes grid.

Notes

Remarks History Remarks

Cancel Reset Save

5. Select . *A verification pop-up window appears if the Auto Generate Work Order is changed. The **Update a Preventive Maintenance Schedule** page closes and Maintenance schedule successfully updated. appears as the entry is updated in the Search Results grid.*

- A. If the Auto Generate Work Order is changed from to , the verification pop-up window appears:



You have chosen to NOT auto-generate this work order. Are you sure you don't want the work order auto-generated on the selected schedule dates?



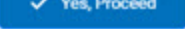
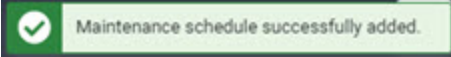
No, Make Changes







Yes, Proceed

a. Select . The **Update a Preventive Maintenance Schedule** page appears.

OR

Select . The **Update a Preventive Maintenance Schedule** page closes and  appears as the entry is added to the Search Results grid.

Delete a Preventive Maintenance Schedule

1. Click  to select the desired preventive maintenance schedule. The row becomes highlighted, and the  and  buttons are available. The  button is available when the NBR of Assets is 0.

2. Select . The **Update a Preventive Maintenance Schedule** page appears.

Note






The Delete button becomes available when the NBR of Assets equals 0.

3. Select . The **Delete a Preventive Maintenance Schedule** pop-up window appears.




Delete a Scheduled Preventive Maintenance – Work Plan






Navigation

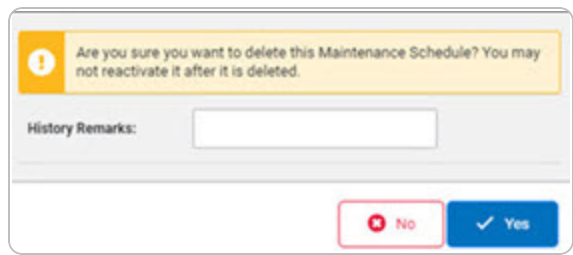
Maintenance > SCHED PREVENT MAINT > MAINT SCHED/Work Plans >  Search > 
 (desired record) >  Delete > Schedule Preventive Maintenance – Work Plan Delete pop-up window

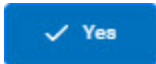
Procedures

Delete a Preventive Maintenance Schedule – Work Plan

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

- Click  to select the desired preventive maintenance. *The row becomes highlighted, and the  Edit and  Asset Details buttons are available. The  Delete button is available when the NBR of Assets is 0.*
- Select . *The **Delete a Preventive Maintenance Schedule** pop-up window appears.*



- Enter the History Remarks in the field provided. *This is a 256 alphanumeric character field.*
- Select . *The Scheduled Preventive Maintenance Record is removed.*