



Search for a Maintenance Activity

Overview

The Maintenance and Utilization module Maintenance Activity (MA) process provides the ability to:

- Determine responsibility of performing maintenance for assets
- Create Equipment Pools
- Manage Operators and Technicians


The MA is associated to a Warehouse to manage the parts needed during maintenance. The MA is usually an in-house organization. However, if the maintenance is contracted out, then an external organization is identified as the MA.

Navigation

Master Data > Maintenance Activity > Maintenance Activity Search page

Procedures


Search for a Maintenance Activity

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 panel, narrow the results by entering one or more of the following optional fields.

Search Criteria

Maint Activity	<input type="text"/>		<input checked="" type="radio"/> All <input type="radio"/> Active <input type="radio"/> Inactive
Maint Program	<input type="text" value="-Select-"/>	Status	

2. Select . The results appear in the Search Results grid.

Search Criteria

Maint Activity

Maint Program

Status

All

Active

Inactive

Search Results


| |

	Maint Activity	Description	Maint Program	Status
<input type="checkbox"/>	JD5	TEST	FUNC-2 Program	Active

items per page
 1 - 1 of 1 items


Add a Maintenance Activity

Navigation

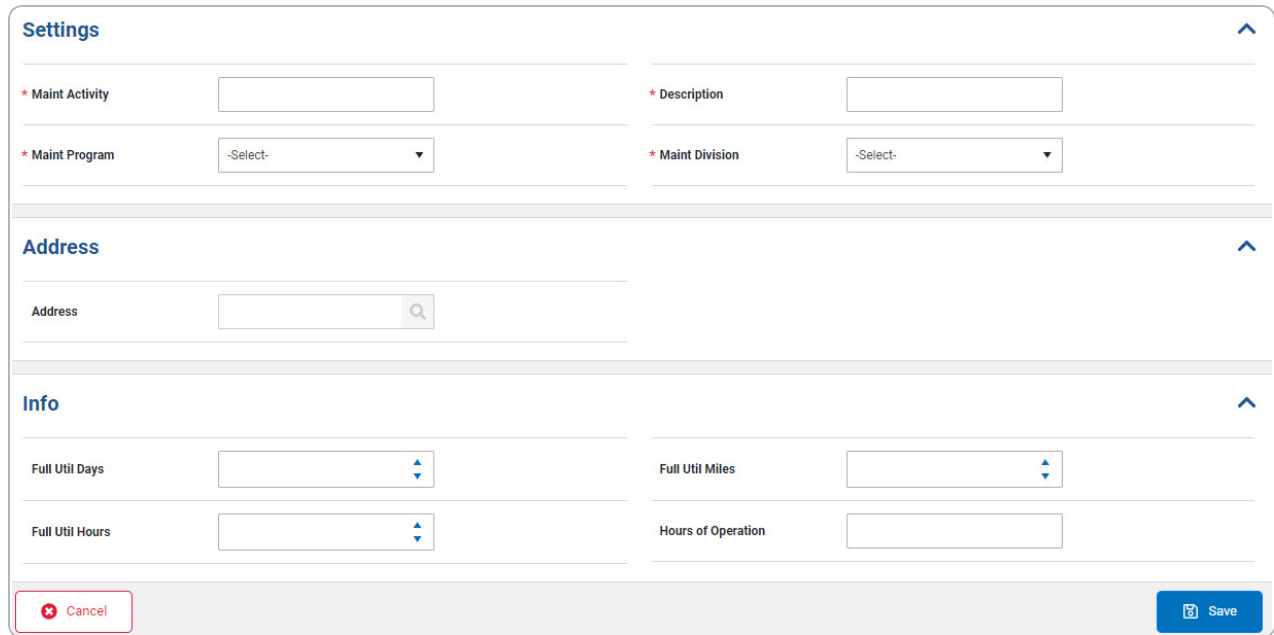
Master Data > Maintenance Activity > Search Criteria >  > Maintenance Activity Settings (Add) page

Procedures

Add a Maintenance Activity

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

1. Select . The **Maintenance Activity Settings** page appears.



2. Complete the Settings grid.
 - A. Enter the MAINT ACTIVITY in the field provided. *This is a 15 alphanumeric character field.*




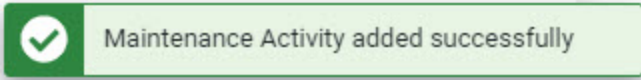
Help Reference Guide

- B. Use ▼ to select the Maint Program.
 - C. Enter the Description in the field provided. *This is a 250 alphanumeric character field.*
 - D. Use ▼ to select the Maint Division.
3. *Complete the Address grid.*

Note





If the desired address is incomplete, the MA is considered incomplete, and a "Mandatory Entry" error appears. Update the Address first, before updating the MA. See **Update an Address** for further information.

4. *Complete the Info grid.*
5. Select . The **Search for a Maintenance Activity** page appears and  appears as the entry is added to the Search Results grid.




Update a Maintenance Activity

Navigation

Master Data > Maintenance Activity > Search Criteria >  > Search Results >  > Maintenance Activity Settings (Update) page

Procedures

Update a Maintenance Activity

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

1. Select . The **Maintenance Activity Settings** page appears.

2. Complete the Settings grid.




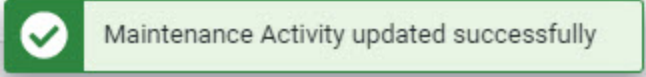
Help Reference Guide

- A. Update the MAINT ACTIVITY, entering the revised activity in the field provided. *This is a 15 alphanumeric character field.*
 - B. Update the Maint Program, using ▼ to select the desired program.
 - C. Update the Description, entering the revised information in the field provided. *This is a 250 alphanumeric character field.*
 - D. Update the Maint Division, using ▼ to select the desired division.
3. Complete the Address grid.

Note



If the desired address is incomplete, the MA is considered incomplete, and a "Mandatory Entry" error appears. Update the Address first, before updating the MA. See **Update an Address** for further information.

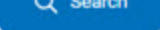
4. Complete the Info grid.
5. Select . The **Search for a Maintenance Activity** page appears and  appears as the entry is added to the Search Results grid.






View the Maintenance Activity Details

Navigation

Master Data > Maintenance Activity > Search Criteria >  > Search Results > Maintenance Activity hyperlink > Maintenance Activity Details slide-out window

Procedures

View the Maintenance Activity Details

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

1. Select the Maintenance Activity hyperlink of the desired entry. The **View the Maintenance Activity Details** slide-out window appears on the right.





JD5
✕

Details

Maint Activity	JD5	Address	JD5
Maint Program	FUNC-2 Program	Full Util Days	0
Status	Active	Full Util Hours	0
Description	TEST	Full Util Miles	0
Maint Division	N00012	Hours of Operation	

2. Select ✕ . The **View the Maintenance Activities Details** slide-out window closes and the Search Results appear.

