



## Adding Work Plans

A Work Plan is a document used when identifying the maintenance details needed to properly maintain your equipment.

1. Navigate to the **Maintenance/ Work Plan** menu.
2. Enter or browse for the **Plan Id**.
3. Select the type of plan from the **Plan Type Cd** drop-down list.
4. Select the **Add** button (or **Search** for updating or deleting).

Search Criteria	
*Plan Id	<input type="text"/> ...
Copy Plan Id	<input type="checkbox"/>
Plan Type Cd	Select an Item ▼
Plan Name	<input type="text"/>
<input type="button" value="Add"/> <input type="button" value="Search"/> <input type="button" value="Reset"/>	

When the Work Plan is defined as “Public”, it will be available to all DPAS Maintenance personnel to use in creating their own Work Plans, thus reducing the time to develop a new one.

A Work Plan defined as “Private” is available to only the Maintenance personnel within the creator’s Maintenance Activity.

Add			
*Plan Id	<input type="text" value="OC0001"/>	*Plan Type Cd	PREV-Preventive Maintenance ▼
*Plan Name	UTIL TRK OIL CHANGE	Est Hours	<input type="text" value="2"/>
Est Labor Cost	<input type="text" value="55"/>	Est Non-Labor Cost	<input type="text" value="32"/>
*Plan Desc	<input type="text" value="OIL CHANGE FOR UTILITY TRUCKS"/>		
Public	<input checked="" type="checkbox"/>		
Remarks	<input type="text"/>		
History Remarks	<input type="text"/>		
<input type="button" value="Add"/> <input type="button" value="Cancel"/>			

5. Enter the number of hours estimated to perform the task in **Est Hours** - These must be input in quarter hour increments (e.g., 2.00, 2.25, 2.50, or 2.75).
6. Enter the estimated labor costs in **Est Labor Cost**.
7. Enter the estimated non-labor costs (parts), if any, in **Est Non-Labor Cost**.
8. Enter a description for the plan in **Plan Desc**.
9. Select the **Public** checkbox if you want to make this plan public for all DPAS users.
10. Select the **Add** button.





## Updating/Deleting Work Plans

1. Navigate to the **Maintenance/Work Plan** menu.
2. Enter (or browse for) the appropriate **Work Plan**.
3. Select the **Search** button.
4. The **Search Results** page displays. Select the *Update* hyperlink to revise a Work Plan, or the *Delete* hyperlink to remove a Work Plan.
5. If Updating: Enter your changes and select the **Update** button.
6. If Deleting: Verify Work Plan data to delete and select the **Delete** button.

Search Criteria					
Plan Id		Plan Name			
Plan Type Cd					

  

Search Results					
Update	Delete	Plan Id	Plan Type Cd	Plan Name	Plan Desc
<a href="#">Update</a>	<a href="#">Delete</a>	BRKMAINT	PREV - Preventive Maintenance	BRAKE MAINTENANCE	BRAKE MAINTENANCE FOR TRUCKS
<a href="#">Update</a>	<a href="#">Delete</a>	LDTST01	LDTT - Load Testing	LOAD TESTING	LOAD TEST FOR ELECTRIC FORKLIFTS
<a href="#">Update</a>	<a href="#">Delete</a>	OC0001	PREV - Preventive Maintenance	UTIL TRK OIL CHANGE	OIL CHANGE FOR UTILITY TRUCKS

Add
Cancel

You cannot delete a Work Plan if it is associated with an active Preventive Maintenance Schedule. The **Delete** hyperlink will be disabled on the **Search Results** page if there is at least one active Preventive Maintenance Schedule associated with it.

