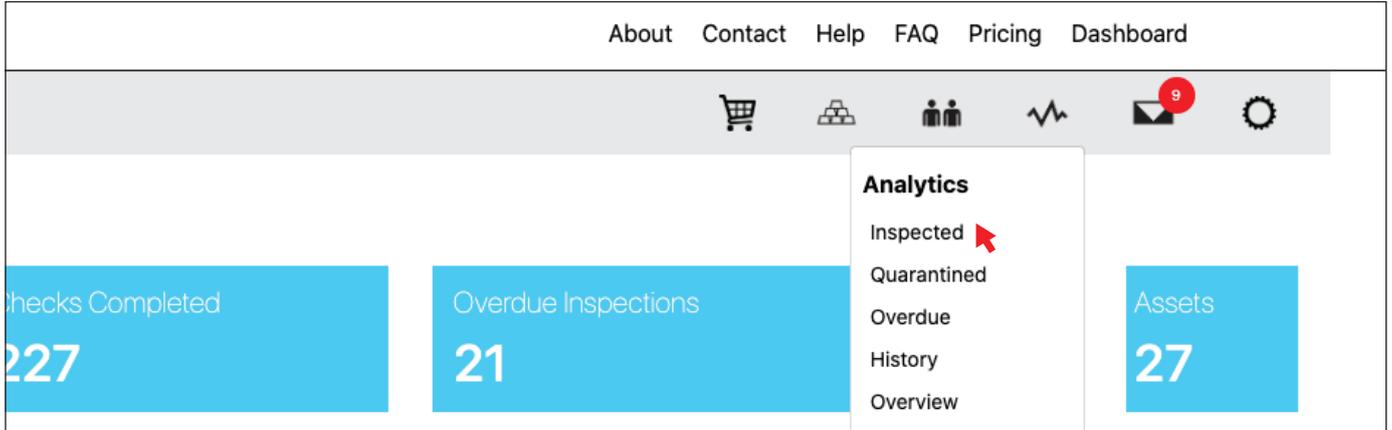


How to use the Maintenance Log

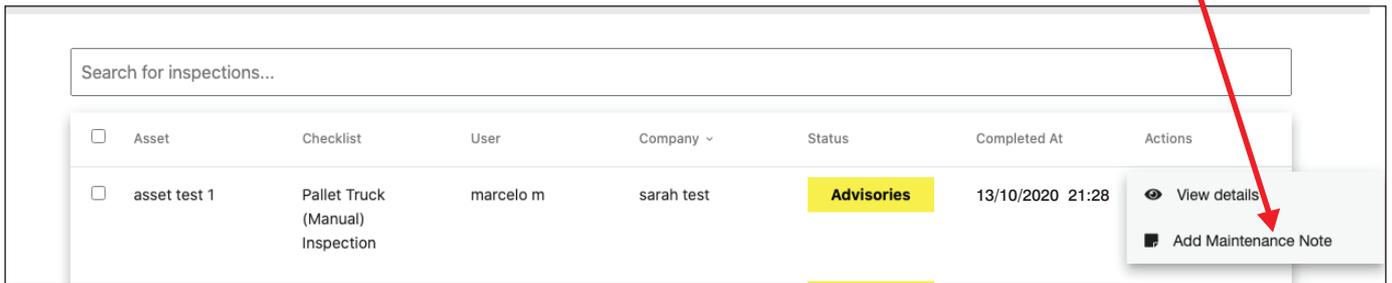
Step 1

Log in to your dashboard and go to the **Analytics** dropdown menu and select **“inspected”**.



Step 2

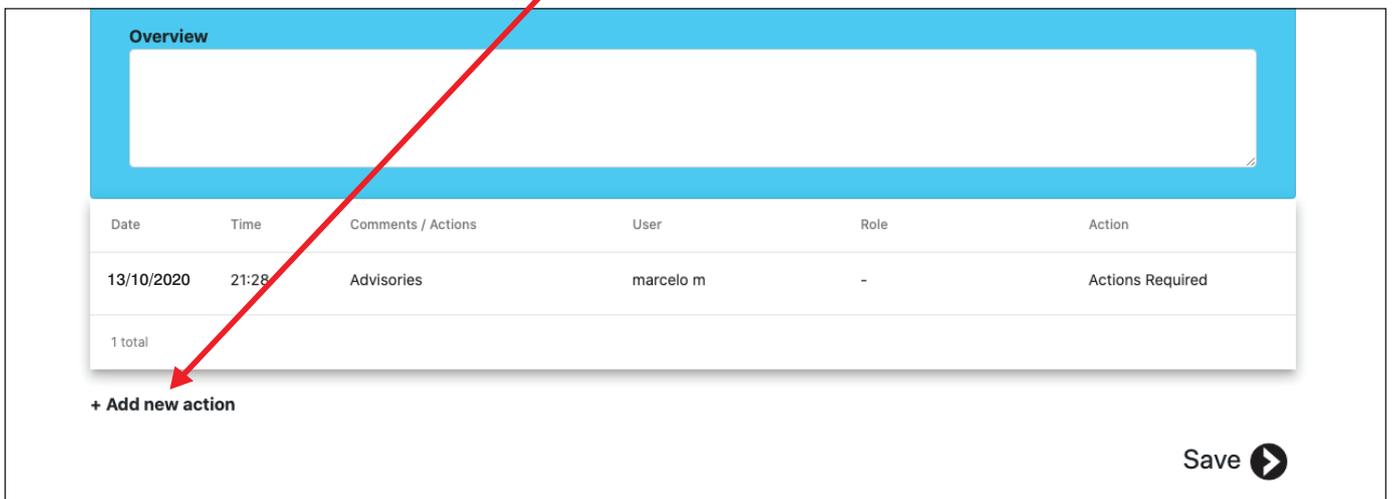
You will see all previous inspections. Click on the inspection you wish to add the maintenance note. Click the **“Action”** drop down at the right hand side of the row and select **“Add Maintenance Note”**.



Step 3

On this page you will see details of the inspection in question. Use this area to highlight and log the steps required in order to get the asset repaired and fit for use again.

The overview will show up in the **“Maintenance Log List”** and should be used to remind administrators of issues. Once you’ve filled in the overview, click **“Add new action”** to log a step in the repair process.



How to use the Maintenance Log

Step 4

Complete the log by selecting either **“Actions Required”** or **“Permanently Close Log”**

Date	Time	Comments / Actions	User	Role	Action
13/10/2020	21:28	Advisories	marcelo m	-	Actions Required
14/10/2020	16:02	Sending John from Maintenance down to repair	Sarah	Admin	Actions Required

2 total

+ Add new action

Save

Step 5

Once the first step has been completed you/or another member of staff can fill in the second step. When the maintenance log has been **“Permanently Closed”**, no more steps can be added.

Date	Time	Comments / Actions	User	Role	Action
13/10/2020	21:28	Advisories	marcelo m	-	Actions Required
14/10/2020	16:02	Sending John from Maintenance down to repair	Sarah	Admin	Actions Required
14/10/2020	16:24	Wheel bolts repaired and working as should	John	Maintenance	Permanently Close Log

3 total

Save

Back Mail ? ☰

Create message +

Demo truck ●

Demo truck
Asset "Demo truck" has been updated and requires inspection.
14/10/2020 16:40

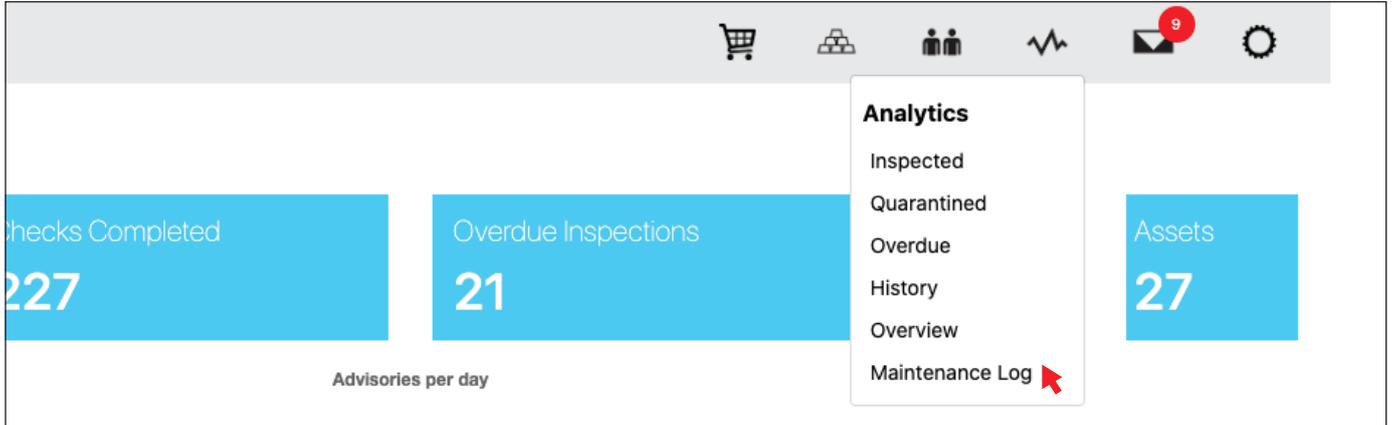
When a maintenance log has been **“Permanently Closed”** a notification is sent to the APP. Any inspector who is associated to the asset in question will receive a message to complete a new inspection.

This is so the inspector can complete a new inspection and ensure that the asset has been repaired and is no longer in an advisory or quarantined state.

View open and closed cases =

Step 1

Log in to your dashboard and go to the **Analytics** dropdown menu and select **“Maintenance Log”**.



Step 2

On this page you will see all open and closed maintenance logs. Use this area for a quick overview of all logged issues – helping to identify recurring issues and to monitor/evaluate how/when issues are being dealt with to ensure that equipment is being repaired / serviced quickly and efficiently. It can quickly highlight if there are delays in the repair process enabling you to manage and oversee.

Asset	Equipment Type	Overview	Company	Status	Date / Time	Actions
Forklift 4	Electric Forklift	Brake not working	sarah test	Open	14/10/2020 16:35	Actions ▾
Pallet Truck 1	Pallet Truck (Manual)	Tyre bolts loose	sarah test	Closed	14/10/2020 16:02	Actions ▾
E4 Warehouse 2	Pallet Racking	Missing pin	sarah test	Open	12/10/2020 15:49	Actions ▾
3 total						