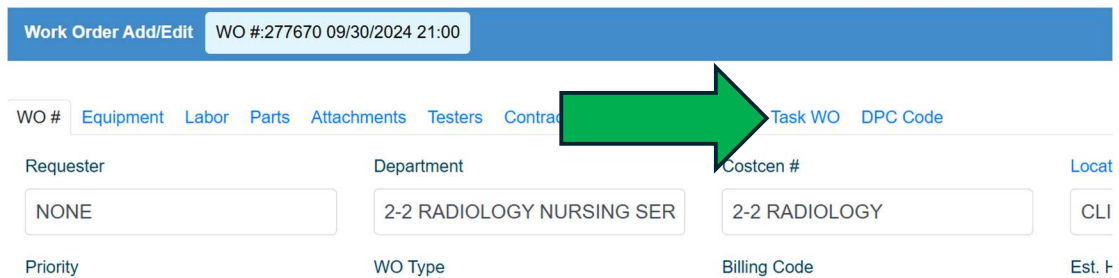


HEMS One: PM Task Fails & Create Failure Work Order Automatically

1. In the preventive maintenance (PM) work order (WO), go to the Task WO tab.



Work Order Add/Edit WO #:277670 09/30/2024 21:00

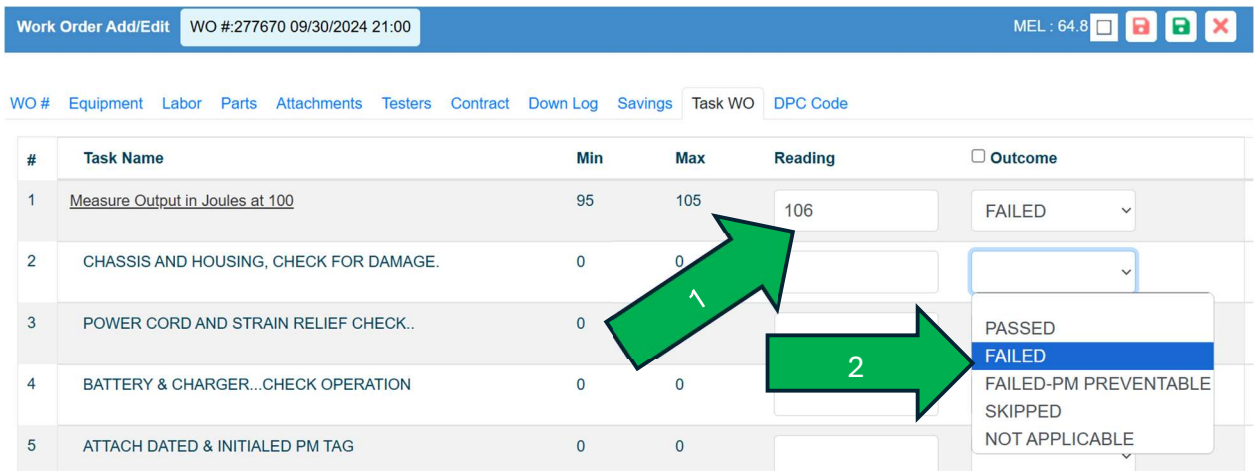
WO # **Equipment** Labor Parts Attachments Testers Contract **Task WO** DPC Code

Requester: NONE Department: 2-2 RADIOLOGY NURSING SER Costcen #: 2-2 RADIOLOGY Locat: CLI

Priority: WO Type: Billing Code: Est. #:

Note: A green arrow points to the 'Task WO' tab.

2. Once the Task WO tab is open, there are two ways to fail a task. If a task has a min/max value defined, and the recorded value is outside those bounds, the task will be automatically failed (1). If the task has no min/max value, and needs to be failed, use the drop-down list to select Failed (2).



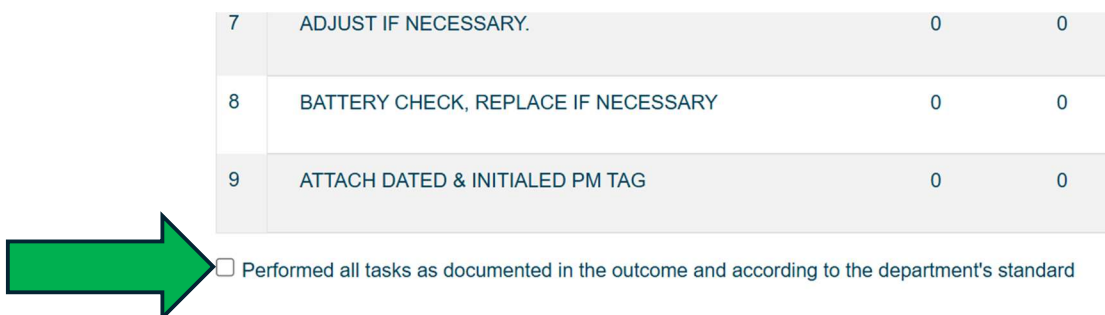
Work Order Add/Edit WO #:277670 09/30/2024 21:00 MEL : 64.8

WO # **Equipment** Labor Parts Attachments Testers Contract Down Log Savings **Task WO** DPC Code

#	Task Name	Min	Max	Reading	Outcome
1	Measure Output in Joules at 100	95	105	106	FAILED
2	CHASSIS AND HOUSING, CHECK FOR DAMAGE.	0	0		
3	POWER CORD AND STRAIN RELIEF CHECK..	0	0		
4	BATTERY & CHARGER...CHECK OPERATION	0	0		
5	ATTACH DATED & INITIALED PM TAG	0	0		

Note: A dropdown menu is open for the 'Outcome' column of row 2, showing options: PASSED, FAILED, FAILED-PM PREVENTABLE, SKIPPED, NOT APPLICABLE. A green arrow labeled '1' points to the 'Reading' column of row 1, and a green arrow labeled '2' points to the 'Outcome' dropdown menu.

3. Once the PM is completed, check the box at the bottom right of the WO Add/Edit window indicating that all tasks were performed as documented and according to the department's standards.



7	ADJUST IF NECESSARY.	0	0
8	BATTERY CHECK, REPLACE IF NECESSARY	0	0
9	ATTACH DATED & INITIALED PM TAG	0	0

Performed all tasks as documented in the outcome and according to the department's standard

Note: A green arrow points to the checkbox.

HEMS One: PM Task Fails & Create Failure Work Order Automatically

4. If the PM has at least one task which failed, when the WO is saved and/or closed, a prompt will appear with the option to create a Failure WO for the Failed tasks. Click the OK button.

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Do you want to create Failure Wo for Failed tasks ?

OK

Cancel

