

eTurns

Asset Tool Scheduler

Help documentation

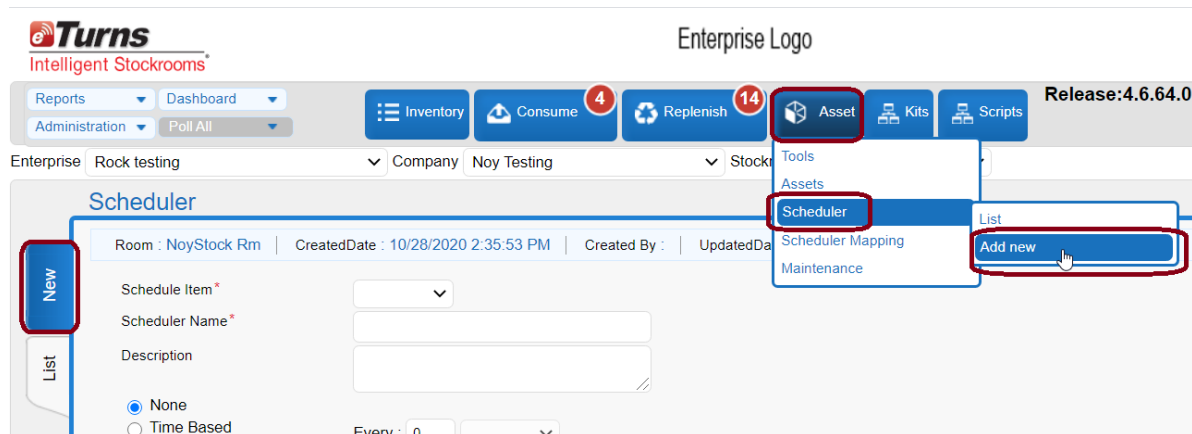
Contents

1. Create New Scheduler	3
2. Set Interval for the Schedule	4
3. Add Items needed for the Maintenance	4
4. Scheduler Mapping.....	6
5. Maintenance History	9
6. Create Maintenance History.....	11
a. Create Unscheduled or Past Maintenance	11
b. Record Past Maintenance	13
c. Maintenance Due	15
d. History Tab	17
7. Search	20
a. Main Search	20
b. Narrow Search.....	20
8. Wheel Settings.....	24
a. Refresh	24
b. Auto Refresh	24
c. Only Deleted.....	24
d. Only Archived.....	24
e. Reorder.....	25
f. Fonts A+, A, A-.....	26
9. Miscellaneous Settings	26

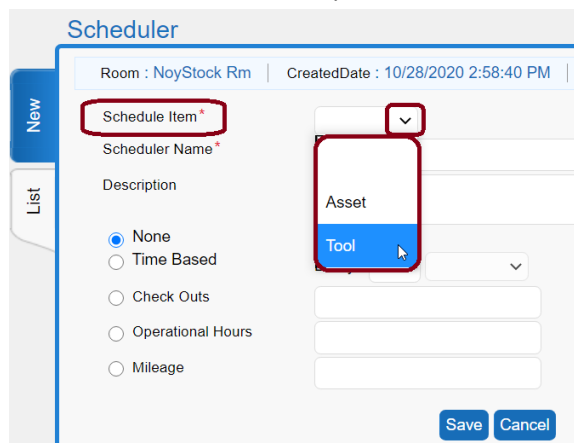
The Tool Asset Scheduler creates a schedule for assets or tools for calibration, maintenance, inspection, or any other maintenance related function.

1. Create New Scheduler

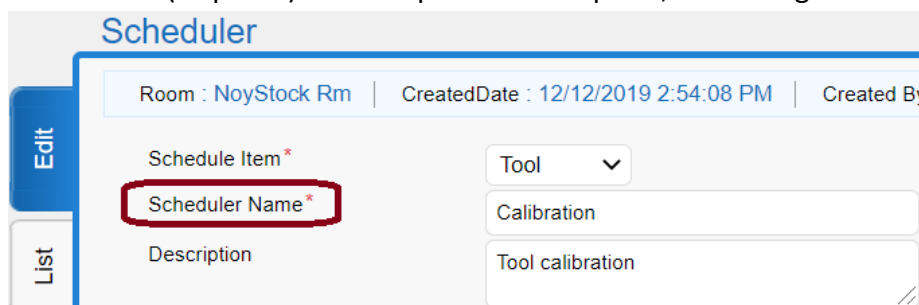
- Create a new maintenance schedule by pointing the mouse over to Asset, then Scheduler and click on Add new.



- Click on the drop-down menu to schedule a Tool or Asset for maintenance. (The setup process for Tools or Assets are the same).



- Name the Schedule (required) and an optional description, describing what the schedule is for.



2. Set Interval for the Schedule

The interval are the settings that determines when the schedule runs whether none is selected, time-based, the number of checkouts or the mileage of an asset. Select the interval for the schedule.

- **None** – no interval selected.
- **Time Based** – the scheduler will run based on the time intervals selected. Select days, weeks, months, or years.

- **Check Outs** – for Tools, the scheduler will run based on the number of tool checkouts.
- **Operational Hours** – the scheduler will run based on the number of operational hours selected.
- **Mileage** – for Assets, the scheduler will run based on the mileage.
- Click the Save [Save](#) button to save the scheduler.

3. Add Items needed for the Maintenance

Items can be added that will be needed to perform the scheduled maintenance. For example, an Asset such as a vehicle, engine oil can be added as an item to the maintenance schedule.

- Open a scheduled maintenance by clicking on the Scheduler Name hyperlink.

#	Scheduler Name	Description	Schedule Item	Schedule Type	Mileage	Operational Hours
1	5,000 miles	Oil, air, general maintenance	Asset	Mileage	5000	11/5/2020 6:52:36 PM

- Click on the New Item button.

The screenshot shows a 'New Item' button highlighted with a red box. Below it is a search bar and a table with one item.

#	ID	Item Number	Description
1	149	2628551042	Lubricating oil High viscosity

- The *Add Items to Scheduler* window, will be displayed.
 - Search for the Item in the search bar.
 - Enter the quantity and click the Add button.

The screenshot shows the 'Add Items to Scheduler' window. The search bar contains 'oil'. The table has two items, with the 'Qty' column highlighted by a red box. The 'Add' button for the second item is also highlighted by a red box.

#	Add new	Qty	Item Number	Description	Last Cost	Room	Created On Date	Updated On Date	Updated By	Created By
1	Add	1	01-213-104	25ft Aluminum Foil 4	105.00	NoyStock Rm	9/14/2018 11:47:43 AM	10/1/2020 10:03:38 AM	noy production	noy production
2	Add	1	2628551042	Lubricating oil High viscosity	0.00	NoyStock Rm	8/5/2020 9:43:02 AM	8/5/2020 9:43:04 AM	Enterprise System User	Enterprise System User

1 - 2 of 2

Denotes on hand quantity of item is less than critical quantity
Denotes on hand quantity of item is less than minimum quantity

Add Close

- To add multiple items, click each row to highlight it, enter the quantities and click the Add button at the bottom of the page.

The screenshot shows the 'Add Items to Scheduler' window. The search bar contains 'oil'. The table has two items, with the 'Qty' column highlighted by a red box. The 'Add' button for the second item is also highlighted by a red box.

#	Add new	Qty	Item Number	Description	Last Cost	Room	Created On Date	Updated On Date	Updated By	Created By
1	Add	1	01-213-104	25ft Aluminum Foil 4	105.00	NoyStock Rm	9/14/2018 11:47:43 AM	10/1/2020 10:03:38 AM	noy production	noy production
2	Add	1	2628551042	Lubricating oil High viscosity	0.00	NoyStock Rm	8/5/2020 9:43:02 AM	8/5/2020 9:43:04 AM	Enterprise System User	Enterprise System User

1 - 2 of 2

Denotes on hand quantity of item is less than critical quantity
Denotes on hand quantity of item is less than minimum quantity

Add Close

- When finished adding items, click on the close button or the “x” icon on the top-right corner of the window.

Add Items to Scheduler

Search

Show 10 Records < 1 > Go To Page: Go

Narrow Search By:

Supplier:

Manufacturer:

Category:

Cost:

Stock Status:

Average Usage:

Turns:

Item Type:

User (Created by):

User (Updated by):

Date Created:

From:

#	Add new	Qty	Item Number	Description	Last Cost	Room	Created On Date	Updated On Date	Updated By	Created By
1	Add	1	01-213-104	25ft Aluminum Foil 4	105.00	NoyStock Rm	9/14/2018 11:47:43 AM	10/1/2020 10:03:38 AM	noy production	noy produc
2	Add	1	2628551042	Lubricating oil High viscosity	0.00	NoyStock Rm	8/5/2020 9:43:02 AM	8/5/2020 9:43:04 AM	Enterprise System User	Enterpr System User

1 - 2 of 2

Denotes on hand quantity of item is less than critical quantity

Denotes on hand quantity of item is less than minimum quantity

[Add](#) [Close](#)

- Save the created scheduled maintenance by clicking on the Save button.

☒ None

☐ Time Based

Every :

☐ Check Outs

☐ Operational Hours

☐ Mileage

[Save](#) [Cancel](#)

[New Item](#)

4. Scheduler Mapping

The Scheduler Mapping links the created Schedule to the Tool or Asset.

- Point the mouse over to Asset, then to Scheduler Mapper and click on Add New.

Inventory Consume Replenish **Asset** Kits Scripts Release: 4.6.66.0

Company: Noy Testing

Tools

Assets

Scheduler

Scheduler Mapping

Maintenance

Search

List

[Add new](#)

Show 10 Records < 1 > Go To Page: Go

#	Scheduler For	Tool	Serial	Asset Name	Scheduler Name	Created On Date
1	Tool	Glock 43 9mm	GLK0043		6 mos. Maintenance	8/25/2020 6:11:44 PM
2	Tool	Colt .45 Commander 70 Series	CLT0001		6 mos. Maintenance	8/25/2020 6:11:23 PM

- The Scheduler Mapping page will be displayed.
 - Click the drop-down menu and choose Tool or Asset (the setup process for tools or assets are the same).

Scheduler Mapping

New List

Scheduler For *

Asset *

Scheduler Name *

Maintenance Name

Asset

Tool

Save Cancel

- Click on the Tool drop-down menu and choose the tool to map the scheduler to.

Scheduler Mapping

New List

Scheduler For *

Tool *

Scheduler Name *

Maintenance Name

Tool

Colt .45 Commander 70 Series (CLT0001)

Glock 17 9mm (GLK0001)

Glock 43 9mm (GLK0043)

Sig Sauer P238 (SIG00001)

Sig Sauer P238 (SIG00002)

Sig Sauer P238 (SIG00001)

- Click on the Scheduler Name drop-down menu and choose the schedule.

Scheduler Mapping

New List

Scheduler For *

Tool *

Scheduler Name *

Maintenance Name

Tool

Colt .45 Commander 70 Serie

6 mos. Maintenance

- If the schedule is Time Based, leave the fields for Tracking Measurement and Maintenance Name blank.

Scheduler Mapping

New | **List**

Scheduler For *

Tool *

Scheduler Name *

Tracking Measurement

Maintenance Name

Save **Cancel**

- If the schedule is based on Mileage or Operational Hours, choose the appropriate Tracking Measurement by clicking on the Tracking Measurement drop-down menu.

Scheduler Mapping

New | **List**

Scheduler For *

Tool *

Scheduler Name *

Tracking Measurement

Maintenance Name

Save **Cancel**

- The Maintenance Name is optional to further describe the schedule.
- Click the save button to save the Scheduler Mapping.

Scheduler Mapping

New | **List**

Scheduler For *

Tool *

Scheduler Name *

Tracking Measurement

Maintenance Name

Save **Cancel**

- The list of the scheduler mapping to a Tool or Asset is displayed.

Scheduler Mapping

Search

Show 10 Records < 1 > Go To Page:

Narrow Search By:

Schedule For

Tool/Asset

Scheduler Name

CreatedBy

UpdatedBy

Date Created

#	Scheduler For	Tool	Serial	Asset Name	Scheduler Name
1	Tool	Glock 17 9mm	GLK0001		6 mos. Maintenance
2	Tool	Glock 43 9mm	GLK0043		6 mos. Maintenance
3	Tool	Colt .45 Commander 70 Series	CLT0001		6 mos. Maintenance

5. Maintenance History

The Maintenance History page displays all the maintenance history of the tools and assets. It is also used to create new or past history. To access the maintenance history page, point the mouse over Asset and click on Maintenance.

Inventory Consume Replenish Asset Kits Scripts Release: 4.6.66.0 Idle Timer: Current UT 2020-11-03

Company: Noy Testing

Search

Show 10 Records < 1 > Go To Page: Go

Maintenance

#	Maintenance Name	Maintenance Date	Schedule Date	Schedule Name	Scheduler For	Tool
1	6 mos. Maintenance	8/1/2020	8/1/2020	6 mos. Maintenance	Tool	Colt .45 Commander 70 Series
2	6 mos. Maintenance	8/1/2020	8/1/2020	6 mos. Maintenance	Tool	Glock 43 9mm
3	6 mos. Maintenance	7/1/2020	7/1/2020	6 mos. Maintenance	Tool	Colt .45 Commander 70 Series

- To view the history of a specific tool or asset, click on the Maintenance Name hyperlink.

Maintenance History

Search

Show 10 Records < 1 > Go To Page: Go

Narrow Search By:

Schedule For

Tool/Asset

Schedule Type

Scheduler Name

CreatedBy

UpdatedBy

Date Created

From

To

Date Updated

From

To

Clear

#	Maintenance Name	Maintenance Date	Schedule Date	Schedule Name	Scheduler For	Tool
1	6 mos. Maintenance	2/5/2020	2/5/2020	6 mos. Maintenance	Tool	Colt .45 Commander 70 Series
2	6 mos. Maintenance	8/1/2020	8/1/2020	6 mos. Maintenance	Tool	Colt .45 Commander 70 Series
3	6 mos. Maintenance	8/1/2020	8/1/2020	6 mos. Maintenance	Tool	Glock 43 9mm
4	6 mos. Maintenance	7/1/2020	7/1/2020	6 mos. Maintenance	Tool	Colt .45 Commander 70 Series

- The Maintenance History detail page will be displayed for the tool or asset selected.

- Under the View tab, it displays the Maintenance Type as “Past”. The Maintenance Date, Tool Name, Serial number, Scheduler Name and other pertinent information.

6. Create Maintenance History

The maintenance history page has separate tabs that allows entries for New history (unscheduled or past maintenance), Record past maintenance on a tool or asset, view Maintenance that will be due and the History of past maintenances.

The screenshot shows the 'Maintenance History' page. On the left is a sidebar with tabs: 'New', 'Record Past Maintenance', 'Maintenance Due', and 'History'. The 'New' tab is active. The main area has a search bar and a table of maintenance records. The table has columns: #, Maintenance Name, Maintenance Date, Schedule Date, Schedule Name, Scheduler For, Tool, Asset Name, and Serial. There are 4 records listed, all for '6 mos. Maintenance' on various tools like 'Colt .45 Commander 70 Series' and 'Glock 43 9mm'. Below the table is a 'Narrow Search By:' section with filters for Schedule For, Tool/Asset, Schedule Type, Scheduler Name, CreatedBy, UpdatedBy, Date Created, and Date Updated. At the bottom right of the table area, it says '1 - 4 of 4'.

a. Create Unscheduled or Past Maintenance

Maintenance that are not part of a schedule can be created as an unscheduled maintenance. Create past maintenance history for the software to track and predict when the next maintenance would be.

- Point the mouse over to Asset, Maintenance and click on Add new.

The screenshot shows the 'Maintenance History' page with the 'New' tab selected. The 'New' tab has a sidebar with 'Record Past Maintenance' and 'Maintenance Due' tabs. The main area has a form for creating new maintenance. The form has fields for: MaintenanceType (radio buttons for UnScheduled and Past), Scheduler For (dropdown), Maintenance Date (text input with date picker), Serial (dropdown), Scheduler Name (dropdown), Tracking Measurement, Tracking Measurement Value (text input), and Maintenance Name (text input). At the bottom are 'Save' and 'Cancel' buttons. On the right, there is a dropdown menu for 'Asset' with options: Tools, Assets, Scheduler, Scheduler Mapping, and Maintenance. The 'Maintenance' option is selected, and a sub-menu is open showing 'List', 'Add new' (highlighted with a red box and a mouse cursor), 'Record past maintenance', and 'Maintenance Due'.

The New tab will be displayed. The default Maintenance Type is UnScheduled; leave the radio button on this selection to create an unscheduled maintenance.

- Click on the drop-down menu under *Scheduler For*.
 - Choose Asset or Tool. The setup process for tool or asset are the same.

Maintenance History

New

MaintenanceType * ☒ UnScheduled ☐ Past

Scheduler For * Tool

Maintenance Date *

ToolName *

Tool * Asset

Scheduler Name *

Tracking Measurement

Tracking Measurement Value

Maintenance Name

Save Cancel

No of line items : 0 | Total Cost : \$ 0.00

- The Maintenance Date for an UnScheduled maintenance is always today's date.
- Under Tool Name click on the drop-down arrow and choose the Tool.

Maintenance History

New

MaintenanceType * ☒ UnScheduled ☐ Past

Scheduler For * Tool

Maintenance Date * 11/4/2020

ToolName *

Tool * Colt .45 Commander 70 Series

Scheduler Name *

Tracking Measurement

Tracking Measurement Value

Maintenance Name

Save Cancel

No of line items : 0 | Total Cost : \$ 0.00

- Under Tool choose the serial number.
- Under Scheduler Name choose the schedule.
- Click the SAVE button.

b. Record Past Maintenance

Create past maintenance history for the software to track and predict when the next maintenance would be.

- Point the mouse over to Asset, Maintenance and click on Record Past Maintenance.

The Record Past Maintenance tab will be displayed. The default Maintenance Type is *Past*; leave the radio button on this selection to create a past maintenance.

- Click on the drop-down menu under *Scheduler For*.
 - Choose Asset or Tool. The setup process for tool or asset are the same.
- Under Maintenance Date, click on the field and choose the date. This could be a date in the past that a maintenance was performed or a future date for a maintenance yet to occur.

The screenshot shows the 'Maintenance History' form. On the left, a vertical blue bar contains the text 'Record Past Maintenance'. The form has a 'New' tab and a 'MaintenanceType' field with radio buttons for 'UnScheduled' and 'Past' (selected). Below this is a 'Scheduler For' dropdown menu set to 'Asset'. The 'Maintenance Date' field is highlighted with a red box, and a calendar for November 2020 is displayed, with the date 5th highlighted. Other fields include 'Asset Name', 'Scheduler Name', 'Tracking Measurement', 'Tracking Measurement Value', and 'Maintenance Name'. At the bottom, it shows 'No of line items : 0' and 'Total Cost : \$ 0.00'.

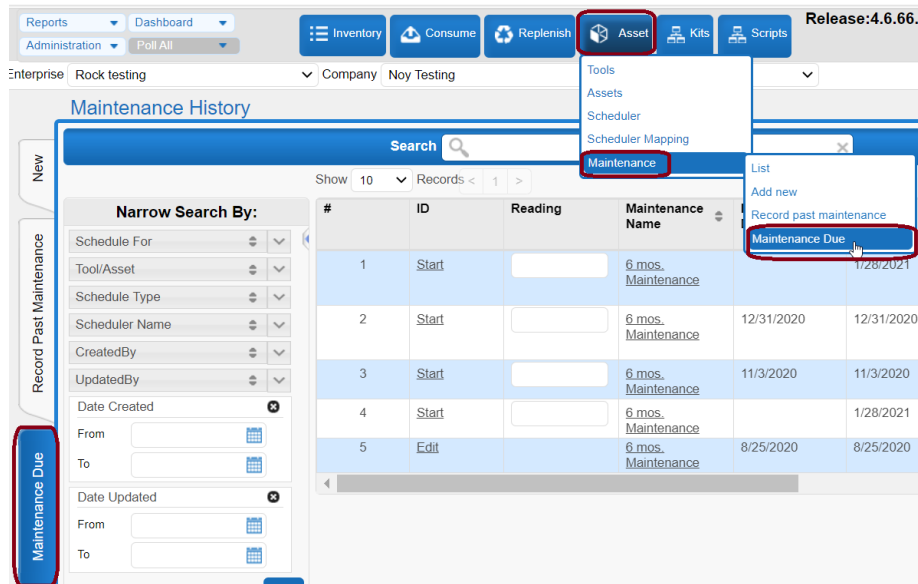
- Click on the drop-down menu for Asset Name and choose the asset.
- Click the drop-down menu for Scheduler Name and choose the scheduler.
- If the Tracking Measurement is Mileage, enter the current mileage of the asset.
 - If it is Operational Hours, enter how many hours the asset has been in operation.
- Click SAVE to record past maintenance.

The screenshot shows the 'Maintenance History' form with all fields filled out. The 'MaintenanceType' is 'Past'. The 'Scheduler For' dropdown is set to 'Asset'. The 'Maintenance Date' is '11/2/2020'. The 'Asset Name' dropdown is set to 'VSU1'. The 'Scheduler Name' dropdown is set to '5,000 miles'. The 'Tracking Measurement' is 'Mileage' and the 'Tracking Measurement Value' is '100000'. The 'Maintenance Name' field is empty. At the bottom right, there are 'Save' and 'Cancel' buttons. At the bottom left, it shows 'No of line items : 0' and 'Total Cost : \$ 0.00'.

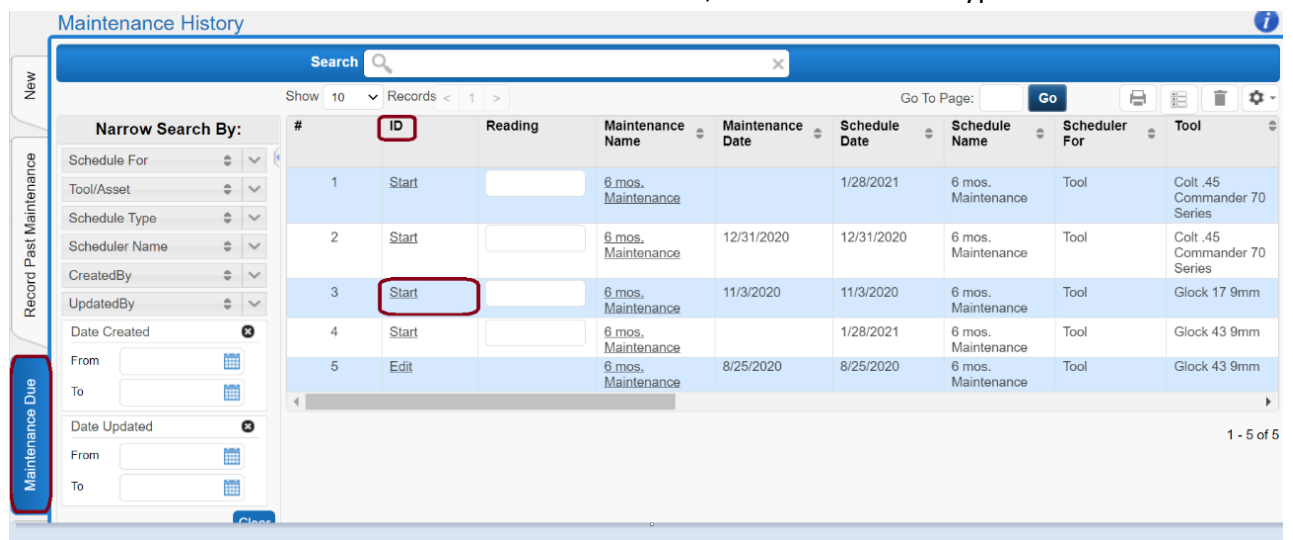
c. Maintenance Due

The Maintenance Due tab displays maintenance schedules that are due and past maintenance available to edit, such as adding items.

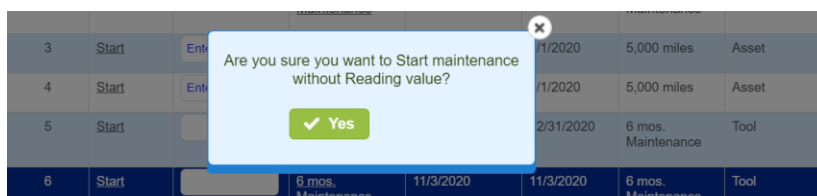
- Point the mouse over Asset, Maintenance and click on Maintenance Due.
- The Maintenance Due tab will be displayed.



- To run a maintenance schedule that is due, click on the *Start* hyperlink.



- Click Yes (not to enter a reading) if the maintenance is time based. For schedules that are for operation hours or mileage, enter the reading. The reading is the number of operational hours or mileage for the Tool or Asset at the time of starting the maintenance due.



- A Work Order will be created for the Maintenance Due that is being started and the Add Items window will be displayed.
- Add item(s) to the maintenance due if applicable. If, not click the on the close button or the “x” icon on the top-right corner of the window.

Add Items to Scheduler

Search

Show 10 Records < 1 > Go To Page: Go

Narrow Search By:

Supplier

Manufacturer

Category

Cost:

Stock Status:

Average Usage:

Turns:

Item Type

User (Created by)

User (Updated by)

Date Created

From

#	Add new	Qty	Item Number	Description	Last Cost	Room	Created On Date	Updated On Date	Updated By	Created By
1	Add	1	01-213-104	25ft Aluminum Foil 4	105.00	NoyStock Rm	9/14/2018 11:47:43 AM	10/1/2020 10:03:38 AM	noy production	noy production
2	Add	1	2628551042	Lubricating Oil High viscosity	0.00	NoyStock Rm	8/5/2020 9:43:02 AM	8/5/2020 9:43:04 AM	Enterprise System User	Enterprise System User

1 - 2 of 2

Denotes on hand quantity of item is less than critical quantity
Denotes on hand quantity of item is less than minimum quantity

[Add](#) [Close](#)

- The Work Order will be displayed. Click the Save button.

Maintenance History

Room : OCSD | Created On Date : 11/9/2020 8:54:21 PM | Created By : noysa | Updated On Date : 11/9/2020 8:54:21 PM | Updated By : noysa

Name * Status Customer

(Add New)

Asset

Tool

Odometer / Operation hours

Description

Technician

Project Spend

Scheduler Name

[Save](#) [Cancel](#)

[New Item](#)

- To display the history of Work Orders, point the mouse over Consume, then Work Orders and click on List.

Enterprise Rock testing Company: Noy Testing Stockroom: OCSD Release: 4.6.66.0

Navigation: Reports, Dashboard, Administration, Poll All, Inventory, **Consume**, Replenish, Asset, Kits, Scripts

Work Orders

Search: Project Spend Add new

Show: 50 Records: 1 Go To Page: Go

Narrow Search By:

#	Expand	Name	Description	Release Number	Items Used	Total Cost	Status	Created On Date	Tool
1	+	11/9/2020-2		1	0	0.00	Open	11/9/2020 8:54:21 PM	Glock 17 9mm
2	+	8/25/2020-1a		1	0	0.00	Open	8/25/2020 6:16:01 PM	Colt .45 Commander 70 Series

d. History Tab

The History tab displays all past maintenance schedules and are available to edit the Work Order name or number and add items.

- Point the mouse over Asset, Maintenance and click on List.
- The History tab will be displayed.

Enterprise Rock testing Company: Noy Testing Stockroom: OCSD Release: 4.6.66.0

Navigation: Reports, Dashboard, Administration, Poll All, Inventory, Consume, Replenish, **Asset**, Kits, Scripts

Maintenance History

Narrow Search By:

#	Maintenance Name	Maintenance Date	Schedule Date	Schedule Name	Asset
1	5,000 miles	11/2/2020	11/2/2020	5,000 miles	Asset
2	6 mos. Maintenance	2/5/2020	2/5/2020	6 mos. Maintenance	Tool
3	6 mos. Maintenance	8/1/2020	8/1/2020	6 mos. Maintenance	Tool
4	6 mos. Maintenance	8/1/2020	8/1/2020	6 mos. Maintenance	Tool
5	6 mos. Maintenance	7/1/2020	7/1/2020	6 mos. Maintenance	Tool

- To change the Work Order name or add items to a past maintenance, click on the Edit hyperlink.

Enterprise Rock testing Company Noy Testing Stockroom: OCSD Language: English (United States)

Maintenance History

Search

Show 10 Records < 1 2 > Go To Page: Go

Narrow Search By:

- Schedule For
- Tool/Asset
- Schedule Type
- Scheduler Name
- CreatedBy
- UpdatedBy
- Date Created
- From
- To
- Date Updated
- From
- To

Clear

#	ID	Reading	Maintenance Name	Maintenance Date	Schedule Date	Schedule Name	Scheduler For	Tool	Asset Name	Tracking Measurement
1	Start	Enter Operation	Hours of Operation	3/1/2020	3/1/2020	Hours of Operation	Asset		VSU1	Operational Hours
2	Start		6 mos. Maintenance	11/10/2020	11/10/2020	6 mos. Maintenance	Tool	Glock 17 9mm		Time Based
3	Start		6 mos. Maintenance	2/1/2020	2/1/2020	6 mos. Maintenance	Tool	Glock 17 9mm		Time Based
4	Edit		5,000 miles	11/10/2020	11/10/2020	5,000 miles	Asset		VSU1	Mileage
5	Start	Enter Operation	Hours of Operation	11/7/2020	11/7/2020	Hours of Operation	Asset		VSU1	Operational Hours
6	Start	Enter Operation	Hours of Operation	11/3/2020	11/3/2020	Hours of Operation	Asset		VSU1	Operational Hours
7	Start	Enter Operation	Hours of Operation	11/3/2020	11/3/2020	Hours of Operation	Asset		VSU1	Operational Hours
8	Start	Enter Operation	Hours of Operation	11/3/2020	11/3/2020	Hours of Operation	Asset		VSU1	Operational Hours
9	Start	Enter Operation	Hours of Operation	11/3/2020	11/3/2020	Hours of Operation	Asset		VSU1	Operational Hours
10	Start	Enter Operation	Hours of Operation	11/3/2020	11/3/2020	Hours of Operation	Asset		VSU1	Operational Hours

History

- The Work Order maintenance history window will be displayed. Update the Work Order name or add items by clicking on New Item and save.

Maintenance History

Room: OCSD Created On Date: 11/10/2020 5:30:47 AM Created By: hardik Updated On Date: 11/10/2020 5:30:47 AM Updated By: hardik

Name* 11/10/2020-4 Status Open Customer (Add New)

Asset VSU1

Tool

Odometer / Operation hours Mileage: 0

Description

Technician

Project Spend

Scheduler Name 5,000 miles

Save Cancel

New Item

Search


Show 10 Records < >

#	Action	Pull Credit	Pull / Credit Quantity	Pull Order Number	Extended cost	Tool Location	Project Spend Name	ID	Item Number	Tool	Created Date	Updated Date	Room	Updated By	Created By	Item Type	Description	Category	Unit
---	--------	-------------	------------------------	-------------------	---------------	---------------	--------------------	----	-------------	------	--------------	--------------	------	------------	------------	-----------	-------------	----------	------

Work Order











- Clicking the New Item button will display the Add Items to Work Order page. Pull the specific item being added and click the close button when finished.



Add Items to WorkOrder



Search 

Show 10 Records < 1 >

Narrow Search By:

Material Staging Detail Header 
 Staging location 
 Supplier 
 Manufacturer 
 Category 
 Cost: 
 Stock Status: 
 Average Usage: 
 Turns: 
 Item Type 

Use this ☐ Pull Order Number  Project Spend Name 


Pull Button	ID	Qty to Pull	Item Number	Location	Pull Order Number
Pull	124003	1	MOB1	Bay (50) 	


Pull All Button **Close**

Denotes on hand quantity of item is less than critical quantity
 Denotes on hand quantity of item is less than minimum quantity

- Click the Save button. This completes the transaction for changing the Work Order name and/or adding Items to pull for the maintenance.

Maintenance History


Room: OCSD | Created On Date: 11/10/2020 5:30:47 AM | Created By: hardik | Updated On Date: 11/10/2020 10:34:38 PM | Updated By: hardik 

Name* 11/10/2020-4 Status Open Customer  (Add New)

Save **Cancel**

New Item

Items Used: 1 | Total Cost: \$ 24.97

Search 

Show 10 Records < 1 >

#	Action	Pull Credit	Pull / Credit Quantity	Pull Order Number	Extended cost	Tool Location	Project Spend Name	ID	Item Number	Tool	Created Date	Updated Date	Room	Updated By	Created By	Item Type	Description	Category	Unit
1	pull		1		24.97	Bay		67967	MOB1		11/10/2020 10:34:36 PM	11/10/2020 10:34:38 PM	OCSD	noysa	noysa	Item	4.73 quarts SW-20 Synthetic Oil		EA

Work Order

7. Search

There are two options when searching, the Main search and Narrow search. These are available when searching the Maintenance Due tab and History tab.

#	Maintenance Name	Maintenance Date	Schedule Date	Schedule Name	Scheduler For	Tool	Asset Name	Serial
1	5,000 miles	11/2/2020	11/2/2020	5,000 miles	Asset		VSU1	4Y1SL6S
2	6 mos. Maintenance	2/5/2020	2/5/2020	6 mos. Maintenance	Tool	Colt .45 Commander 70 Series		CLT0001
3	6 mos. Maintenance	8/1/2020	8/1/2020	6 mos. Maintenance	Tool	Colt .45 Commander 70 Series		CLT0001
4	6 mos. Maintenance	8/1/2020	8/1/2020	6 mos. Maintenance	Tool	Glock 43 9mm		GLK0043
5	6 mos. Maintenance	7/1/2020	7/1/2020	6 mos. Maintenance	Tool	Colt .45 Commander 70 Series		CLT0001


a. Main Search

Type the keyword(s) in the search field. The keyword(s) search results are highlighted in yellow. The search results are filtered after the third character is typed.

#	ID	Reading	Maintenance Name	Maintenance Date	Schedule Date	Schedule Name	Scheduler For	Tool	Asset Name	Tracking Measurement
1	Start	Enter Operator	Hours of Operation	3/1/2020	3/1/2020	Hours of Operation	Asset		VSU1	Operational Hours
2	Start		6 mos. Maintenance	11/10/2020	11/10/2020	6 mos. Maintenance	Tool	Glock 17 9mm		Time Based
3	Start		6 mos. Maintenance	2/1/2020	2/1/2020	6 mos. Maintenance	Tool	Glock 17 9mm		Time Based
4	Edit		5,000 miles	11/10/2020	11/10/2020	5,000 miles	Asset		VSU1	Mileage
5	Start	Enter Operator	Hours of Operation	11/7/2020	11/7/2020	Hours of Operation	Asset		VSU1	Operational Hours
6	Start	Enter Operator	Hours of Operation	11/3/2020	11/3/2020	Hours of Operation	Asset		VSU1	Operational Hours
7	Start	Enter Operator	Hours of Operation	11/3/2020	11/3/2020	Hours of Operation	Asset		VSU1	Operational Hours
8	Start	Enter Operator	Hours of Operation	11/3/2020	11/3/2020	Hours of Operation	Asset		VSU1	Operational Hours
9	Start	Enter Operator	Hours of Operation	11/3/2020	11/3/2020	Hours of Operation	Asset		VSU1	Operational Hours
10	Start	Enter Operator	Hours of Operation	11/3/2020	11/3/2020	Hours of Operation	Asset		VSU1	Operational Hours

b. Narrow Search

This function is used to filter or narrow down the scope of the search for user convenience. It is an alternate or can be used in conjunction with the (Main) Search function.

- To open Narrow search, click on the small Triangular icon  on the top left corner of the screen.
- The following screen is displayed:

Search

Show 10 Records < 1 2 >

Narrow Search By:

Schedule For

Tool/Asset

Schedule Type

Scheduler Name

CreatedBy

UpdatedBy


Date Created

From To

Date Updated

From To

#	ID	Reading	Maintenance Name	Maintenance Date	Schedule Date	Schedule Name
1	Start	<input type="text" value="Enter Operator"/>	Hours of Operation	3/1/2020	3/1/2020	Hours of Operation
2	Start	<input type="text"/>	6 mos. Maintenance	11/10/2020	11/10/2020	6 mos. Maintenance
3	Start	<input type="text"/>	6 mos. Maintenance	2/1/2020	2/1/2020	6 mos. Maintenance
4	Edit	<input type="text"/>	5,000 miles	11/10/2020	11/10/2020	5,000 miles
5	Start	<input type="text" value="Enter Operator"/>	Hours of Operation	11/7/2020	11/7/2020	Hours of Operation
6	Start	<input type="text" value="Enter Operator"/>	Hours of Operation	11/3/2020	11/3/2020	Hours of Operation
7	Start	<input type="text" value="Enter Operator"/>	Hours of Operation	11/3/2020	11/3/2020	Hours of Operation
8	Start	<input type="text" value="Enter Operator"/>	Hours of Operation	11/3/2020	11/3/2020	Hours of Operation
9	Start	<input type="text" value="Enter Operator"/>	Hours of Operation	11/3/2020	11/3/2020	Hours of Operation
10	Start	<input type="text" value="Enter Operator"/>	Hours of Operation	11/3/2020	11/3/2020	Hours of Operation

- You can search by:
 - Schedule For
 - Tool or Asset
 - Schedule Type
 - Scheduler Name
 - Created By
 - Updated By
 - Date Created or Date Updated
- Click on the double-arrow  and check the box to narrow the search. The number in parenthesis indicate the number of items found with the narrow search criteria.

Narrow Search By:

Schedule For 1 Selected

Filter: ☒ Check ☐ Uncheck

☒ Asset (10)

☐ Tools (8)

Scheduler Name

CreatedBy

UpdatedBy

Date Created

From To

Date Updated

From To

Note: Fields within the narrow search may vary from module to module.

Narrow Search By:

Schedule For 1 Selected ▾

Filter: ☒ Check ☒ Uncheck ☒

☒ Asset (10) ☐ Tools (8)

Scheduler Name ▾

CreatedBy ▾

UpdatedBy ▾

Date Created ☒

From

To

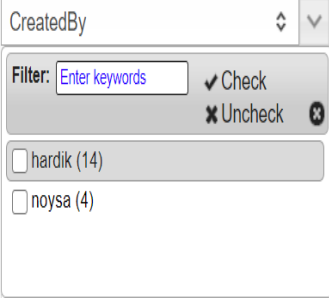
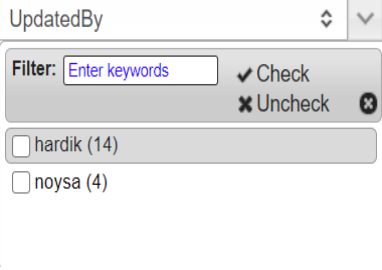

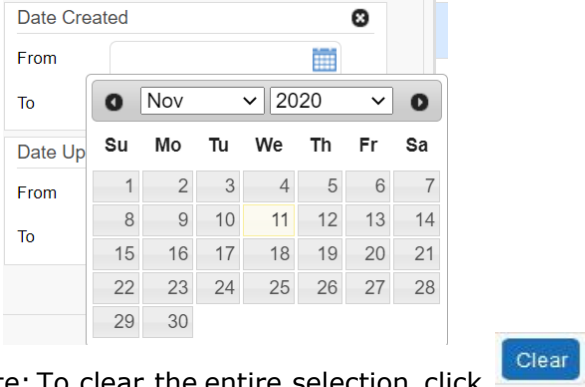

Date Updated ☒

From

To

- The number in () is the # of items for that search result.
- Filter: Enter keywords to search within the selected category
- Check the box to filter a search result. ☒ Colt .45 Commander 70 Series (3)
- Click ☒ Check ☒ Uncheck ☒ Check to select all
- Click ☒ Uncheck to remove all selections
- Click ☒ to close the Narrow Search filter
- This applies to all Narrow Search functions

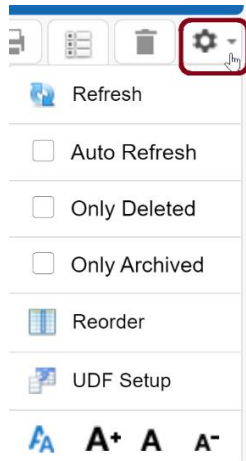
Field	Description
Schedule For/ Tool/Asset/ Schedule Type / Scheduler Name	<p>It is used to filter the module to the selected Narrow Search field. Click on the up-down ▾ arrow key. Dropdown menu appears. Check the box to filter the results.</p> <div> <div> <p>Schedule For ▾</p> <p>Filter: <input type="text" value="Enter keywords"/> <input checked="" type="checkbox"/> Check <input checked="" type="checkbox"/> Uncheck <input checked="" type="checkbox"/></p> <p><input type="checkbox"/> Asset (10) <input type="checkbox"/> Tools (8)</p> </div> <div> <p>Tool/Asset ▾</p> <p>Filter: <input type="text" value="Enter keywords"/> <input checked="" type="checkbox"/> Check <input checked="" type="checkbox"/> Uncheck <input checked="" type="checkbox"/></p> <p><input type="checkbox"/> Colt .45 Commander 70 Series (3) <input type="checkbox"/> Glock 43 9mm (2) <input type="checkbox"/> Glock 17 9mm (3) <input type="checkbox"/> VSU1 (10)</p> </div> </div> <div> <div> <p>Schedule Type ▾</p> <p>Filter: <input type="text" value="Enter keywords"/> <input checked="" type="checkbox"/> Check <input checked="" type="checkbox"/> Uncheck <input checked="" type="checkbox"/></p> <p><input type="checkbox"/> Scheduled (8) <input type="checkbox"/> UnScheduled (9) <input type="checkbox"/> UnScheduled (1)</p> </div> <div> <p>Scheduler Name ▾</p> <p>Filter: <input type="text" value="Enter keywords"/> <input checked="" type="checkbox"/> Check <input checked="" type="checkbox"/> Uncheck <input checked="" type="checkbox"/></p> <p><input type="checkbox"/> 5,000 miles (1) <input type="checkbox"/> 6 mos. Maintenance (8) <input type="checkbox"/> Hours of Operation (9)</p> </div> </div> <p>Users can select or unselect all the items on the list using the Check or Uncheck button. The module reflects the filtered selections made.</p>

<p>User Created by</p>	<p>It is used to filter the search using the 'Created by' field. Click on the up-down arrow key. Dropdown menu appears. Check the box to filter the results.</p>  <p>Users can select or unselect all the items in the list using the Check or Uncheck button. The module reflects the filter selections made.</p>
<p>User (Updated by)</p>	<p>It is used to filter the search using the 'Updated by' field. Click on the up-down arrow key. Dropdown menu appears. Check the box to filter the results.</p>  <p>Note: To reset the selections click on </p>
<p>Date Created and Date Updated</p>	<p>It is used to filter the search by 'Date Created' or 'Date Updated'. The user may enter the date manually or select from the calendar drop-down. Enter 'From-To' date. The search results will be filtered by the selected time period.</p>  <p>Note: To clear the entire selection, click </p>


Note: At a point in time only one of the searches will work.

8. Wheel Settings

Point the mouse over the Wheel Settings icon to display the various settings on the Maintenance module.




a. Refresh

Click **Refresh**  to displays the latest transactions and/or changes.

b. Auto Refresh

Check the box ☒ **Auto Refresh** to automatically refresh the screen.

c. Only Deleted

This option displays only the deleted transactions. To select, check the box ☒ **Only Deleted**. The Only Deleted page will be displayed. To undelete a transaction, click on a row or rows (highlighting it) then click on the  undelete icon.

Search

Show 10

Records < 1 >

Go To Page:

Go

Narrow Search By:

Schedule For

Tool/Asset

Schedule Type

Scheduler Name

#	ID	Reading	Maintenance Name	Maintenance Date	Schedule Date	Schedule Name	Scheduler For	Tool	Asset Name	Tracking Measurement	Tracking Measurement Value	Last Maintenance Date	Last Mea Valu
1	Start	Enter Operation	Hours of Operation	3/1/2020	3/1/2020	Hours of Operation	Asset		VSU1	Operational Hours		11/2/2020	1000

1 - 1 of 1


d. Only Archived

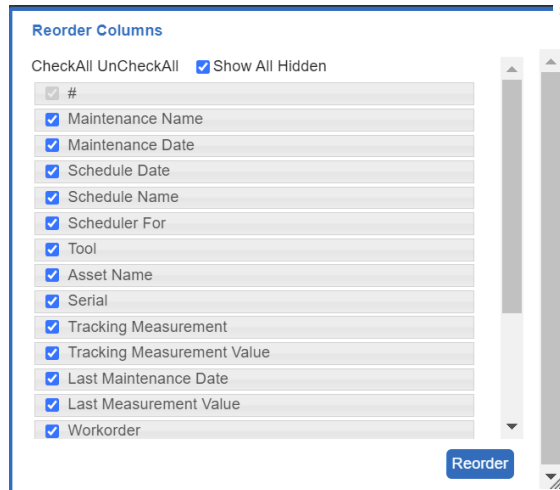
This option displays only the archived transactions. To select, check the box Only Archived.


☒ Only Archived

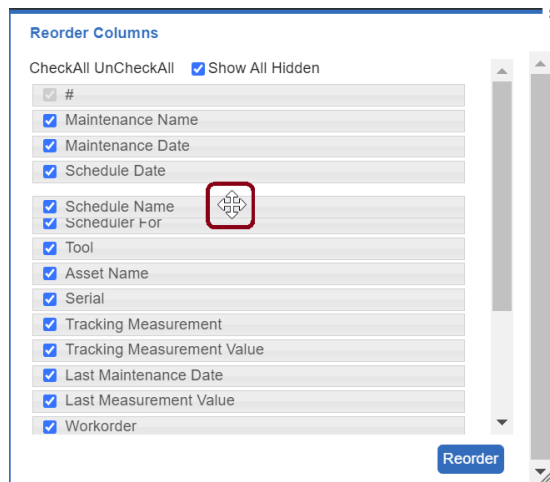
e. Reorder

This option enables the user to reorder the columns of the module. Click on the Reorder

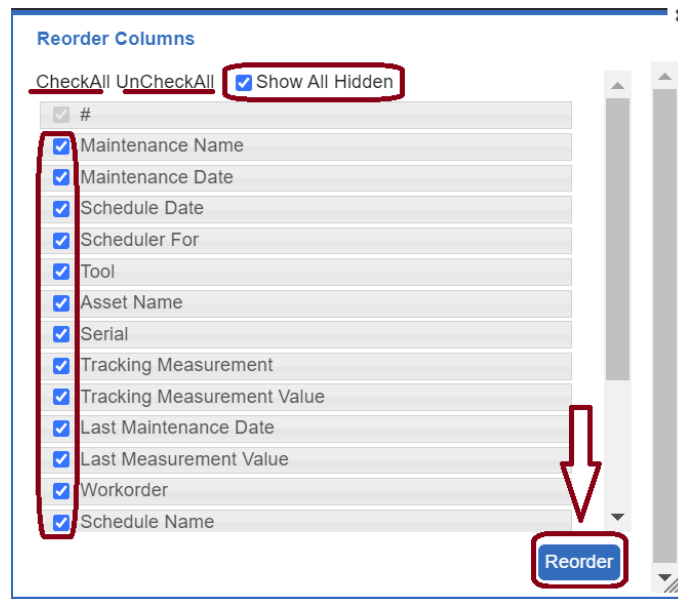
 Reorder icon and the reorder columns option will be displayed.



The user may drag and drop the fields to be arranged in the order of choice. Using the mouse, click and hold onto the row to rearrange, the four-arrow  icon will appear, drop the row in the order of choice and click on the Reorder button.



The user can also select which fields are displayed or hidden. Check or uncheck the box corresponding to a field to display or hide, then click on the Reorder button. Click *CheckAll* to display all fields or *UnCheckAll* to hide all fields, then click the Reorder button.



Note: Click the Reorder button to apply the selection(s).

f. Fonts A+, A, A-

Allows the user to increase or decrease the font size from Large (A+), medium (A) to small

(A-). Click on  to choose the font size.

9. Miscellaneous Settings

All grids have the following functionality:

- 1) Resizing of columns
- 2) Re-ordering of columns using drag & drop of column header
- 3) Single column and multi column sorting (using shift key)
- 4) Multi selection of rows by clicking each row.