# **Manual Scheduled Maintenance**

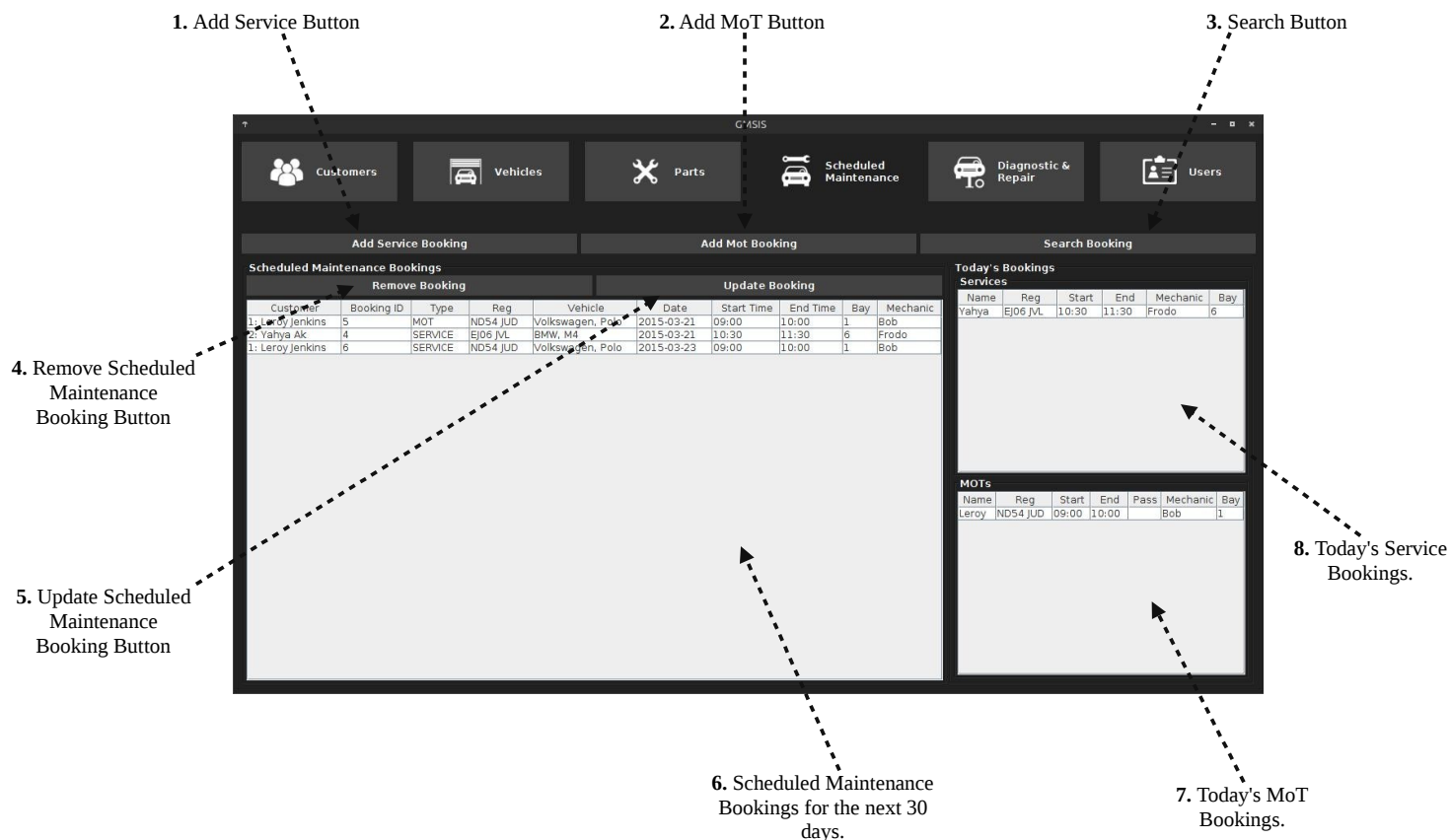## Operating Instructions

- Mahfuz Hannan

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**Introduction**

Scheduled Maintenance section allows the user to add, remove, update and search though any Scheduled Maintenance Bookings; this includes Services and MoT's. For a user to actually add Bookings a minimum of one Customer and one Vehicle must already be registered in the database. The interface displays all Scheduled Maintenance Bookings for the next 30 datys as well as any Service and MoT's for today.
Scheduled Maintenance cannot be used to edit Customers, Vehicles or any Bookings not related to Scheduled Maintenance. Any problems or issue that may occur while using the module will be displayed in a pop up box displaying the error and in most cases a solution too.

**Display**

This section will give a brief description of the user interface for Scheduled Maintenance; describing the specific features and sections of the interface.



**1.** Add Service Button

**2.** Add MoT Button

**3.** Search Button

**4.** Remove Scheduled Maintenance Booking Button

**5.** Update Scheduled Maintenance Booking Button

**6.** Scheduled Maintenance Bookings for the next 30 days.

**7.** Today's MoT Bookings.

**8.** Today's Service Bookings.

**Adding a Service**

On the **Display** select the **Add Service Button** (1). This will display a pop up dialogue as explained below.



A) Allows user to select a Customer from all the Customers registered in the system
B) Allows user to select a Vehicle from all the Vehicles for a given Customer selected
C) Allows user to select a date for the Service Booking
D) Allows user to select the Start Time for the Service Booking from a given set of times
E) End Date automatically set's itself to the Start Date, as each Service is only an hour
F) End Time set's itself to an hour after the Start Time as each Service is only an hour
G) Allows user to select an available Bay for the given date and time
H) Displays the relevant Mechanic for the selected Bay
I) Displays the total price of the Service Booking
J) Displays the type of Booking being made where *SCHEMAIN* = Scheduled Maintenance
K) Allows user to enter the Mileage for the Vehicle
L) Displays the type of Scheduled Maintenance being booked
M) Allows user to select the Service Type for the vehicle (Mileage or Time Based)
N) Allows user to select after how long another Service booking should be booked

**Adding an MoT**

On the **Display** select the **Add MoT Button** (2). This will display a pop up dialogue as explained below.



A) Allows user to select a Customer from all the Customers registered in the system
B) Allows user to select a Vehicle from all the Vehicles for a given Customer selected
C) Allows user to select a date for the MoT Booking
D) Allows user to select the Start Time for the MoT Booking from a given set of times
E) End Date automatically set's itself to the Start Date, as each MoT is only an hour
F) End Time set's itself to an hour after the Start Time as each MoT is only an hour
G) Allows user to select an available Bay for the given date and time
H) Displays the relevant Mechanic for the selected Bay
I) Displays the total price of the MoT Booking
J) Displays the type of Booking being made where *SCHEMAIN* = Scheduled Maintenance
K) Allows user to enter the Mileage for the Vehicle
L) Displays the type of Scheduled Maintenance being booked
M) Allows user to change whether the MoT Booking has Passed/Failed (only available on Update)
N) Allows user to change the MoT Failure Reason(only available on Update)

**Removing a Booking**

To **Remove a Scheduled Maintenance Booking**, on the **Display** select the **Remove Booking Button** (4), given that a row in the **Scheduled Maintenance Booking Table** (6), has been selected.

Select the Booking (row) you would like to delete. The selected row should be highlighted as shown on the diagram on the right.



Thereafter select the **Remove Booking Button**, which will display a pop up dialogue asking the user whether they want to confirm the deletion. Select YES to remove the booking otherwise select NO or CANCEL to go back.



Once YES is selected a confirmation should be displayed, confirming that the Scheduled Maintenance Booking has been removed. The Scheduled Maintenance Booking should thereafter no longer be visible in the **Scheduled Maintenance Booking Table** (6).



Note: Once a Scheduled Maintenance Booking has been removed it cannot be undone.

**Updating a Booking**

To **Update a Booking**, on the **Display** select the **Update Booking Button** (4), given that a row in the **Scheduled Maintenance Booking Table** (6), has been selected.

Select the Booking (row) you would like to delete. The selected row should be highlighted as shown on the diagram on the right.



Thereafter select the **Update Booking Button**, which will display a pop up dialogue, either an **Add Service** or an **Add MoT**. See pages 4/5 for more details.

Note: **Pass/Fail** (M)and **Reason** (N) for an MoT are only available for an update that has a Start Date is prior to the current date. Therefore future MoT's cannot be Passed or Failed.

**Searching a Scheduled Maintenance Booking**

To **Search a Scheduled Maintenance Booking**, on the **Display** select the **Search Booking Button** (3).

Once the **Search Booking Button** (3) had been pressed a pop up dialogue will be displayed allowing the user to select and specify what exactly they want to search, as displayed on the right. The user can then specify which fields to search by, by selecting and deselecting the check-boxes.

After a selection the fields will be displayed allowing the user to input information regarding the search query. Once the search fields are entered select the **Search Button** to display the results in the **Scheduled Maintenance Booking Table** (6). If the search returns nothing the **Scheduled Maintenance Booking Table** (6) will be empty. To reset the table press the **Reset Button** and thereafter the **Scheduled Maintenance Booking Table** (6) will return to normal.

**Passing/Failing an MoT**

To Pass or Fail an MoT, the MoT must be be displayed on the **Today's MoT Booking Table**. In order to Pass or Fail the MoT double click the MoT Booking (row) you wish to Pass or Fail.

Double click the MoT Booking (row) you wish to change. The selected row should then highlight and a pop dialogue should be displayed thereafter. To view the reason for an MoT failure you can also double click to booking to display the reason.

If fail selected enter text into the text area as to why the Mot had failed; else if pass is selected the text area will be disabled. Once complete click submit to save the changes.