Process Overview

Contents

[Adding a New Piece of Equipment 2](#_Toc47606278)

[Modifying Information 2](#_Toc47606279)

[Making a Maintenance Request 2](#_Toc47606280)

[Making a Calibration Request 2](#_Toc47606281)

[Points to Consider 2](#_Toc47606282)

# Adding a New Piece of Equipment

The [Equipment Information Form](https://enketo.ona.io/x/#YwD9uv2j) is designed to capture information on equipment newly added to a lab. This should be a fresh piece of equipment or one that is already in a lab but has not been previously documented.

This form can also be used to alter broad information about pieces equipment. For example, if the location of a piece of equipment changes, but nothing else does, this form can be filled in again with all the same information with just the lab changed.

Finally, if any mistakes are made when entering data with this form, the form can be re-submitted as the eTool is designed to capture all historical data but only show the most up to date equipment data.

# Modifying Information

The [Equipment Activity Form](https://enketo.ona.io/x/#TZm6QAwV) is meant to capture equipment maintenance and calibration activities. Typically, you are going to want to enter either a maintenance or calibration activity, all other fields in this form can be filled in with the info that will not be changing for that piece of equipment. This will require that anyone filling out this form will need to have access to the eTool to view current equipment data.

# Making a Maintenance Request

The [Request Maintenance](https://enketo.ona.io/x/#0bEZ6bPc) for is straightforward. You need to enter the equipment identifier for the piece of equipment you want repaired and the date you *want* the activity to occur by.

# Making a Calibration Request

The [Request Calibration](https://enketo.ona.io/x/#pX5SK11b) form is identical to the maintenance form except of course that you want the equipment calibrated rather than repaired.

# Points to Consider

* Forms are currently set to require *all* fields to be filled out. We may want to remove certain fields from the list of required fields. For example, a brand-new piece of equipment may not have a most recent calibration date since it has not needed to be calibrated yet. We could put in an SOP to insert a filler date in that situation. Something like manufacture date might not be obtainable, again a choice as whether to require this field.
* Many of the forms have dropdowns (Facility, Lab Level, etc). It is not possible for the user to alter the drop-down options. We would need to put a process in place to request new dropdowns be added. Additionally, we would need to document the process of changing the user facing form.