
AM.020.092 – TRACKING REPAIR SERVICE INFORMATION

Purpose	<ul style="list-style-type: none"> To identify what triggers the addition of repair service information to an asset in the system. To track repair service information.
Description	<p>Property Control will be notified when assets are in need of service. This triggers the entry of the data associated with the asset. The details of each service event are then available for future review.</p> <p>Tracking repair service information is an optional feature. Some Property Control departments will want to use the information as an additional property management tool.</p>
Security Role	BOR_AM_SERV_RPR
Dependencies/ Constraints	None
Additional Information	None

Procedure

Below are step by step instructions on how to track repair service information.

Step	Action
1.	Click the NavBar icon.
2.	Click the Menu icon.
3.	Click the Asset Management link.
4.	Click the Service and Maintenance link.
5.	Click the Track Service and Repairs link.
6.	Enter the institution's Business Unit in the Business Unit field.
7.	Enter the Asset ID in the Asset Identification field.
8.	Click Search . The system navigates to the Track Service and Repairs.
9.	Select the type of repair from the Type dropdown menu. Type options include: <ul style="list-style-type: none"> • Repair • Preventative Maintenance • Routine Maintenance • Other
10.	Enter any additional information about the repair service.
11.	Click the Save button.