



Navigate to Registers/P&E/Repair, type in the search bar to narrow down the selection.

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Home / Registers / P&E / Repair 1 **ADD NEW**

EXCEL PDF FILTER GROUP Signed Off  Search... X

Plant & Equipment Description	Name of Repairer	Assigned To	Fault / Dam...	Repairs Required	Repair Date	Signed Off
Ladder 6 m green	Fixit Better Ltd	George Foreman	fix blue sticker		11/04/2023	<input type="checkbox"/>

1. Click **ADD NEW** to create a new repair task.
2. Select the Asset Type.
3. Select from list of these asset types.
4. Select the Staff member who will oversee the task.
5. Select the approximate Repair Date.
6. Select the Repairer.
7. Type in what the fault or damage is.
8. Upload any documents or images as required.
9. Click **SAVE**.

Home / Registers / P&E / Repair 9 **SAVE** **DELETE** **BACK**

Asset Type: Ladders 3 Plant & Equipment Register: AssetNo: AR46 ,SerialNo:XC787412 ,Ladder 6 m green Plant & Equipment Description: Ladder 6 m green

Staff: George Foreman 4 Repair Date: 3/05/2023 6 Name of Repairer: Fixit Better Ltd

Fault / Damage: **7** fix blue sticker

Repairs Required: installed new sticker **10**

Signed Off **11**

**8** **ADD FILE**

Documents	Last Modified Time	Title	Description	Action
	03/05/2023 13:59	PE Repair	AssetNo : AR46 , SerialNo : XC787412 , Ladder 6 m green	

10. Repairs Required is completed by the staff member responsible for the task.
11. Signed off will show as ticked once the task is completed on the mobile app

**Task will need to be signed off in the Mobile App in [P&E Repair](#).**

**NOTES:**

- Repairs can also be created in the mobile app and various registers e.g. P&E Inspection, P&E Shared.
- Tasks that have been completed can be viewed by either ticking the Signed Off box in the grid.

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EXCEL PDF FILTER GROUP Signed Off  hyund X

Plant & Equipment Description	Name of Repairer	Assigned To	Fault / Dam...	Repairs Required	Repair Date	Signed Off
Hyundai-Kona-Blue	Fixit Better Ltd	Kermit Frog	broken lights	fixed good and proper	12/03/2023	<input checked="" type="checkbox"/>
Hyundai-Kona-Blue	Fixit Better Ltd	Kermit Frog	broken lights	fixed good and proper	12/03/2023	<input checked="" type="checkbox"/>

- Or in the Plant & Equipment Register for each asset.

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Asset Type Ladders	Asset No AR46	Registration/Serial No XC787412	Date Added 3/04/2023
Asset Description Ladder 6 m green	State	QR Code	

**Repair History:**

Plant & Equipment Register	Name of Repairer	Fault / Damage	Repairs Required	Repair Date
Asset No : AR46 , Reg No : XC787412 , Description : Ladder 6 m green	Fixit Better Ltd	fix blue sticker	installed new sticker	03/05/2023

