P&E Repair - Mobile		Aug-23
From the Main Menu select:Registers		
Scroll down and select P&E Repair.	. Click on the task to be complet	ted or;
 To add a new item click ⁽¹⁾ 		
	← Registers	ය 🗧 🗧 Repair Plant & Equipmen 🏫
	Q P&E Inspections	Q Search
Kermit Frog Nzdbtest	** P&E Maintenance	1 Motor Vehicles
Emergency Numbers	P&E Repair	Mazda-323-Pink Signed Off
Report Issues Suggestions &	P&E Shared	Repairer : Fixit Better Ltd
Sob Docs 1		+
Documentation		
Registers 2		
1 Select the Asset Type		(
		← P&E Repair 价
Select from the P&E Register list (see below).		Asset Type Motor Vehicles
 Staff will auto populate with the user logged on. This can be changed to another member of staff. Date of the repair will auto populate, change if the repair was completed on a different date. 		Plant & Equipment Register
		2 Asset No. AA21, key No. GROONZ, Description. T Description
		Toyota-RAV4-Red
		Location
5. Select the company who will carry out the repair - optional.		Start Frog
5. Type in a description of what needs repairing.		25 Aug 2023
At this stage you can click Save and back to close the item.		5 Repairer
When you come to sign off the repair add any details of what was done during the repair.		6 Repair Description Drivers side rear indicator not working
		7 Repair Detail replaced bulb
8. Click +ADD FILE to upload any photos or documents as		+ ADD FILE
required.		9 🗸
9. Click Save.		Tap to sign off
Plant & Equipment Register	When you click on #2 at	pove this box will open:
Q Maz 🔒	a. Type in the search b	box to narrow down the number of items displayed
Mazda-323-Pink , Serial No : HT1 , Asset No : 1	b. Select the radio but	ton for the item that requires repair.
	c. Click OK at the bott	om of the screen.
CANCEL OK C		

10. After you click save, sign off will be active. Click to complete the task



NOTE:

Repair tasks can be generated from the <u>web app</u> and other registers e.g. Shared Plant & Equipment, Daily Plant Inspection etc.

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