
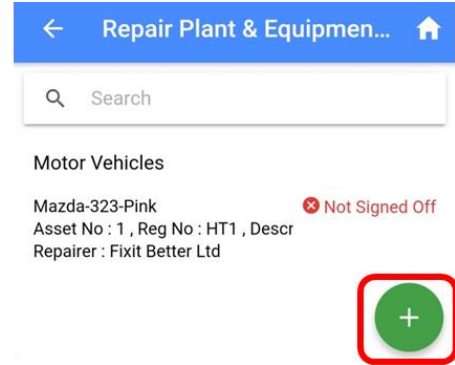
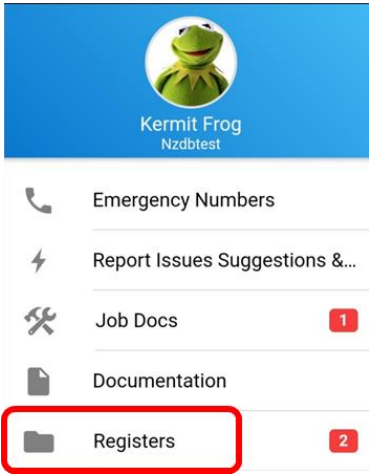


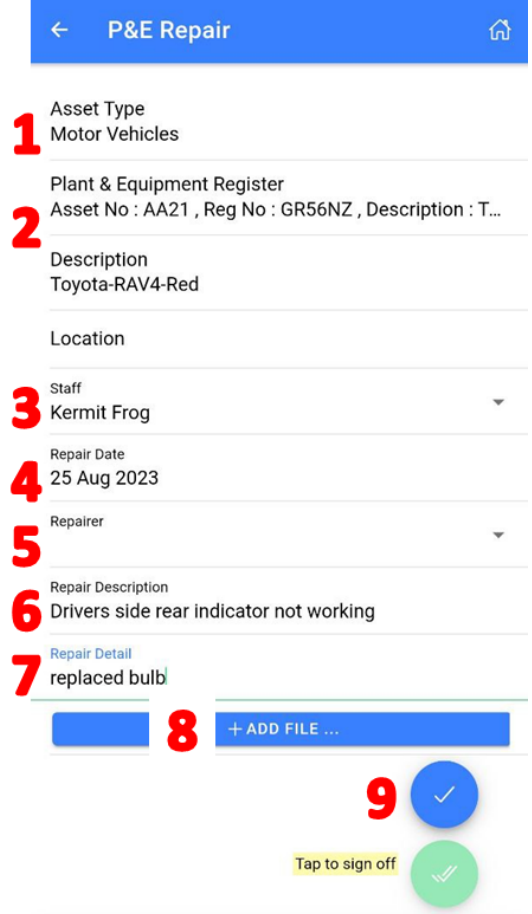


From the Main Menu select:

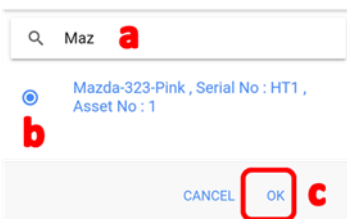
- Registers
- Scroll down and select P&E Repair. Click on the task to be completed or;
- To add a new item click 



1. Select the Asset Type
2. Select from the P&E Register list (see below).
3. Staff will auto populate with the user logged on. This can be changed to another member of staff.
4. Date of the repair will auto populate, change if the repair was completed on a different date.
5. Select the company who will carry out the repair - optional.
6. Type in a description of what needs repairing. At this stage you can click Save and back to close the item.
7. When you come to sign off the repair add any details of what was done during the repair.
8. Click **+ADD FILE...** to upload any photos or documents as required.
9. Click Save.



Plant & Equipment Register



When you click on #2 above this box will open:

- a. Type in the search box to narrow down the number of items displayed.
- b. Select the radio button for the item that requires repair.
- c. Click **OK** at the bottom of the screen.

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

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NOTE:

Repair tasks can be generated from the [web app](#) and other registers e.g. Shared Plant & Equipment, Daily Plant Inspection etc.

