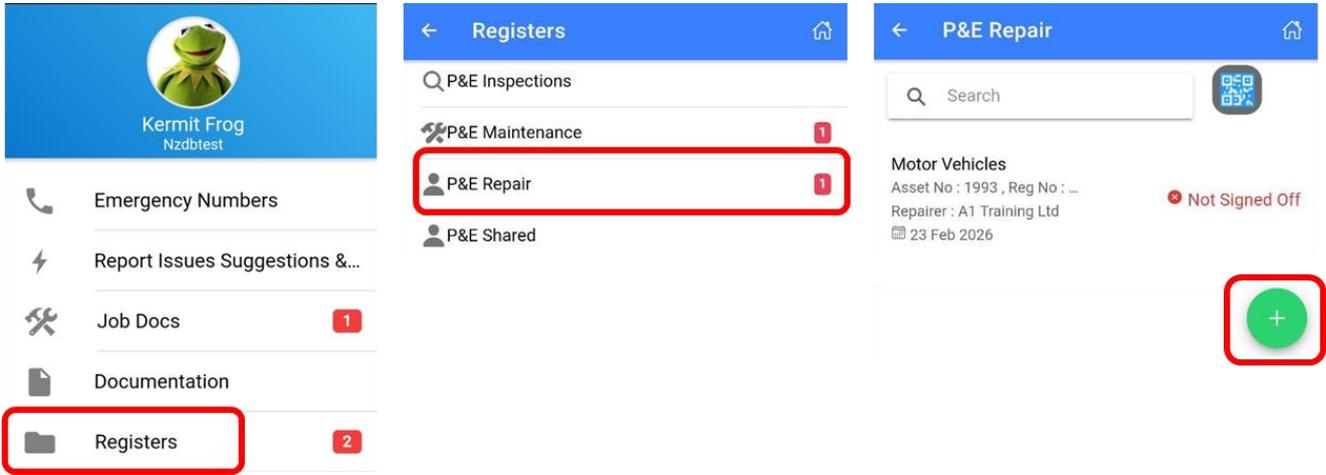


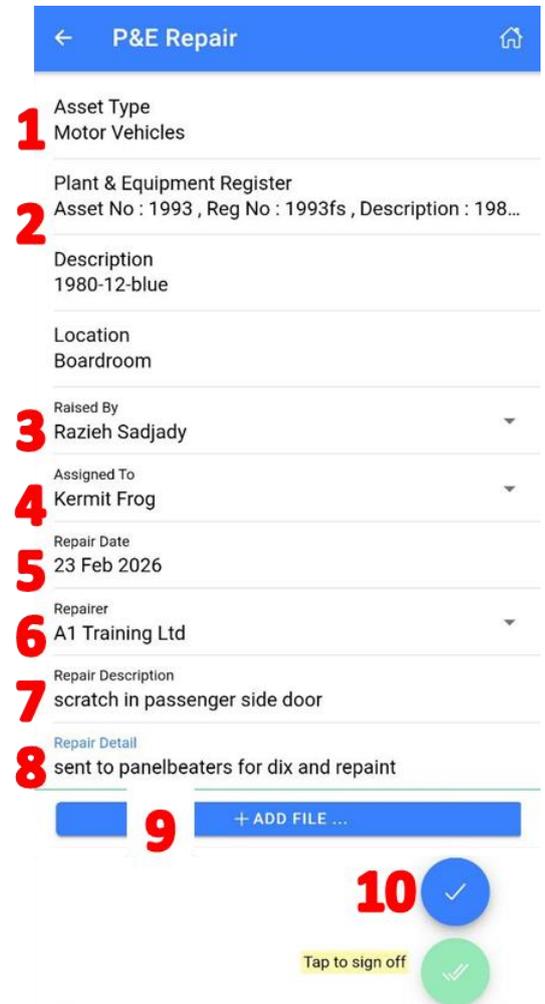


From the Main Menu select:

- 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. Raised by will auto populate with the user logged on.
4. Assign the task to the maintenance managers in the list. See Notes below.
5. Date of the repair will auto populate, change if the repair was completed on a different date.
6. Select the company who will carry out the repair - optional.
7. Type in a description of what needs repairing. At this stage you can click Save and back to close the item.
8. When you come to sign off the repair add any details of what was done during the repair.
9. Click **+ADD FILE...** to upload any photos or documents as required.
10. Click  Save.



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



Plant & Equipment Register

Q Maz **a**

Mazda-323-Pink , Serial No : HT1 ,
Asset No : 1

b

CANCEL **c**

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

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

NOTE:

- Repair tasks can be generated from the [web app](#) and other registers e.g. Shared Plant & Equipment, Daily Plant Inspection etc.
- The Assigned To list is populated with staff who have been selected in the [Key Roles & Responsibilities](#) of Maintenance & Vehicle Maintenance Manager.

