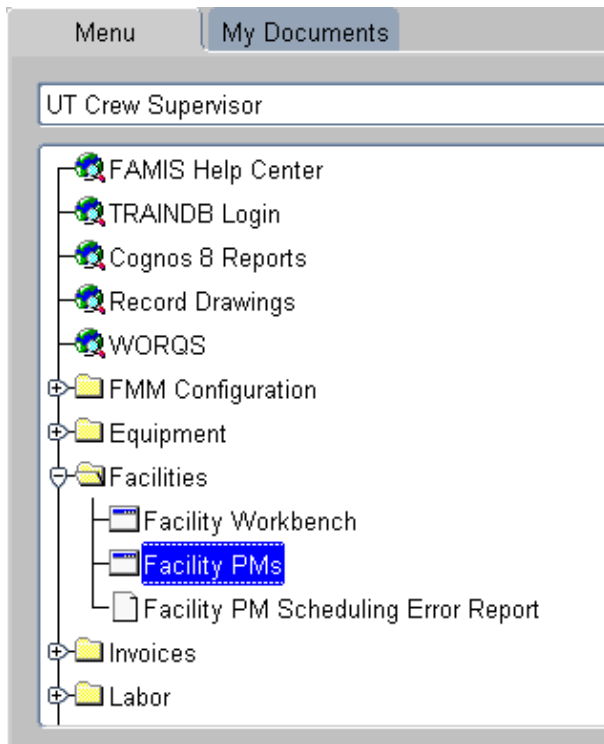


What you need to know:

- a. If the PM schedule is based on a fixed due date, the Actual? box will always be checked. If the PM schedule is based on the last completion date, then the Actual? box should only be checked if the schedule date was computed based on the actual completion date of the previous PM. If the PM schedule is based on last completion date, and the work order created by the last scheduled PM has not been completed, then the Actual? box should NOT be checked.

PROCEDURE

1. Open the Facility PMs form.



2. Enter PM Number – Enter the PM number that you want to associate with your facility; the description will fill in automatically.

Associate PM with Facility

Assign PMs to Facility

PM Number **TEST01** THIS IS A TEST

Asset Class

Location

Site **UTM**

Building 0983

Floor

Room

Zone 1

Scheduling Criteria

Standard PM Override

Interval Week

Number 1

Next PM

Actual? Active

Valid Days

Valid Weeks

Options

Dates

Based On

Last Completion Date

Fixed Due Date

Use Holiday Calendar?

Season

Season From

Season To

Last PM

Date

WO Number

3. Enter Location information
 - a. Site – *required*
 - b. Building
 - c. Floor
 - d. Room

Assign PMs to Facility

PM Number **TEST01** THIS IS A TEST

Asset Class

Location

Site **UTM**

Building 0983

Floor

Room

Zone 1

Scheduling Criteria

Standard PM Override

Interval Week

Number 1

Next PM

Actual? Active

Valid Days

Valid Weeks

Options

Dates

Based On

Last Completion Date

Fixed Due Date

Use Holiday Calendar?

Season

Season From

Season To

Last PM

Date

WO Number

4. Click on Options button.

Associate PM with Facility

a. Select PM Acct Group.

- Building Acct Group (BUILDING)
- FSM Building Acct Group (BUILDING)
- FSM Room Acct Group (ROOM)
- Facility PM Acct Group (FACIL_PM)
- PM Acct Group (PM)**
- Room Acct Group (ROOM)

b. Add any additional instructions if needed.

c. Click OK.

Associate PM with Facility

Scheduling Options

Account Codes

Account Group Name

PM Acct Group (PM)

Override Options

	Standard PM	Override
Estimated Hours		
Assigned To		...
Craft		...
Crew	078	...
Crew Size		

Freeze Estimate?

Secondary Labor

Additional Task List

THIS IS WHERE YOU WOULD ADD ADDITIONAL INFORMATION

OK Cancel Accounts...

5. Enter Next PM date.

Assign PMs to Facility

PM Number TEST01 THIS IS A TEST

Asset Class

Location

Site UTM

Building 0983

Floor

Room

Zone 1

Scheduling Criteria

	Standard PM	Override
Interval	Week	
Number	1	
Next PM		

Actual? Active

Based On

Last Completion Date

Fixed Due Date

Use Holiday Calendar?

Season

Season From

Season To

Last PM

Date

WO Number

Valid Days

Valid Weeks

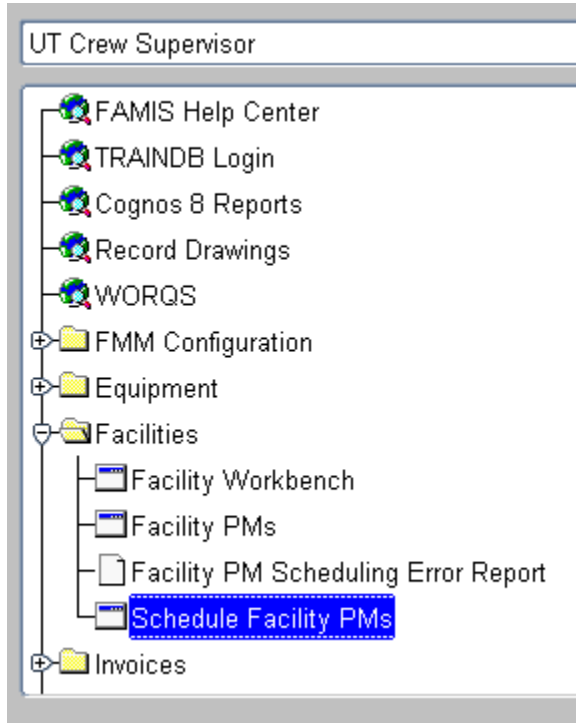
Options

Dates

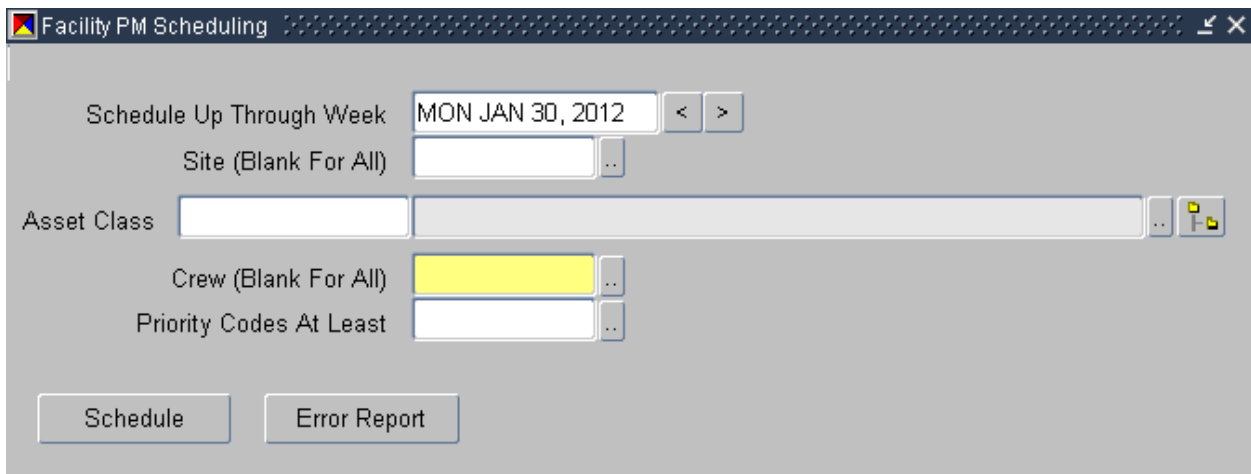
6. Close the form.

To schedule Facility PMs:

1. Open the Schedule Facility PMs form.



2. Enter the Crew.



3. Click the Schedule button. The schedule will create new work orders.

Associate PM with Facility

