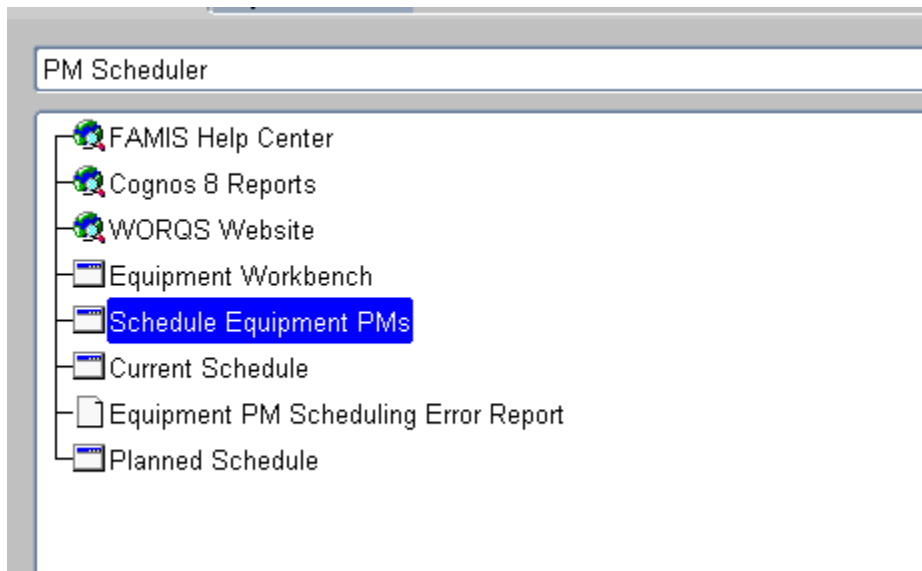


What you should know:

- a. *PM Schedulers and Equipment Coordinators see the following related SOPs:*
 - i. *Associate PM And Enter Next PM Date SOP to add and schedule PM tasks for an equipment record.*
- b. *Prior to scheduling work orders, check to see if there are incorrect equipment “Next PM” dates. To check for exceptions, open on the Equipment workbench and select the “Next PM Date Out of Range for My Crew” view. Note: If your workbench contains any records, do not schedule and contact the person responsible for managing your equipment to investigate the dates.*

PROCEDURE



1. Select the Schedule Equipment PMs form:

Equipment PM Scheduling Form –Scheduling Criteria Section

The screenshot shows the "Equipment PM Scheduling" form window. The "Scheduling Criteria" section contains the following fields and controls:

- Schedule Up Through Week: MON JAN 29, 2007 (with left and right arrow buttons)
- Site (Blank For All): [Text Field] ..
- Crew (Blank For All): [Text Field] ..
- Priority Codes At Least: [Text Field] ..

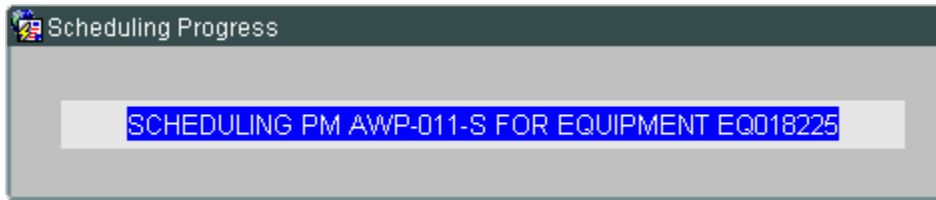
On the right side of the form, there are two buttons: "Schedule" and "Error Report".

2. In the Equipment PM Scheduling form, complete the following:
 - a. **Schedule Up Through Week** – (*required*) Defaults to Monday of the following week, but can be adjusted for individual crew needs.
 - b. **Site** – Type or select the Site abbreviation from the LOV if a site is to be specified.
 - c. **Crew** – (*required*) Type or select the 3-digit crew number.
 - d. **Priority Codes At Least** – (*not used*)

Create (Schedule) PM Work Orders

- e. **Schedule** – Click this button when the Scheduling Criteria are complete. If work orders are generated you will see the scheduling progress form.

Equipment PM Scheduling Progress Form



- i. This window shows the progress of the Work Orders as they are scheduled; the Scheduling Complete window will then appear with information about the sequence of WOs scheduled. Click OK to return to the Schedule Equipment PMs Form.
- f. When all Work Orders are scheduled, close the Equipment PM Scheduling form.