Assigning Technician to Equipment PMs

Table of Contents

A. Objective

The procedure describes the process of how to assign a technician to Equipment. There are two methods for making the assignments depending on the amount of equipment being affected – individual equipment or a route of equipment.

>   **Method 1: Assigning technician to a piece of Equipment   (single EQ number)**
>   **Method 2: Assigning technician to a route of equipment (multiple EQ numbers)**

In both processes, the overall sequence of changes is the same:
1. Query the equipment
2. Go to the PM and its criteria
3. Assign the technician

B. Method 1: Assigning technician to a piece of Equipment (single EQ number)

1. By your preferred method, pull up the EQ# of the equipment. Your screen will look something like this.

2. Click on the PM Tab

a. Your screen should then look like this.
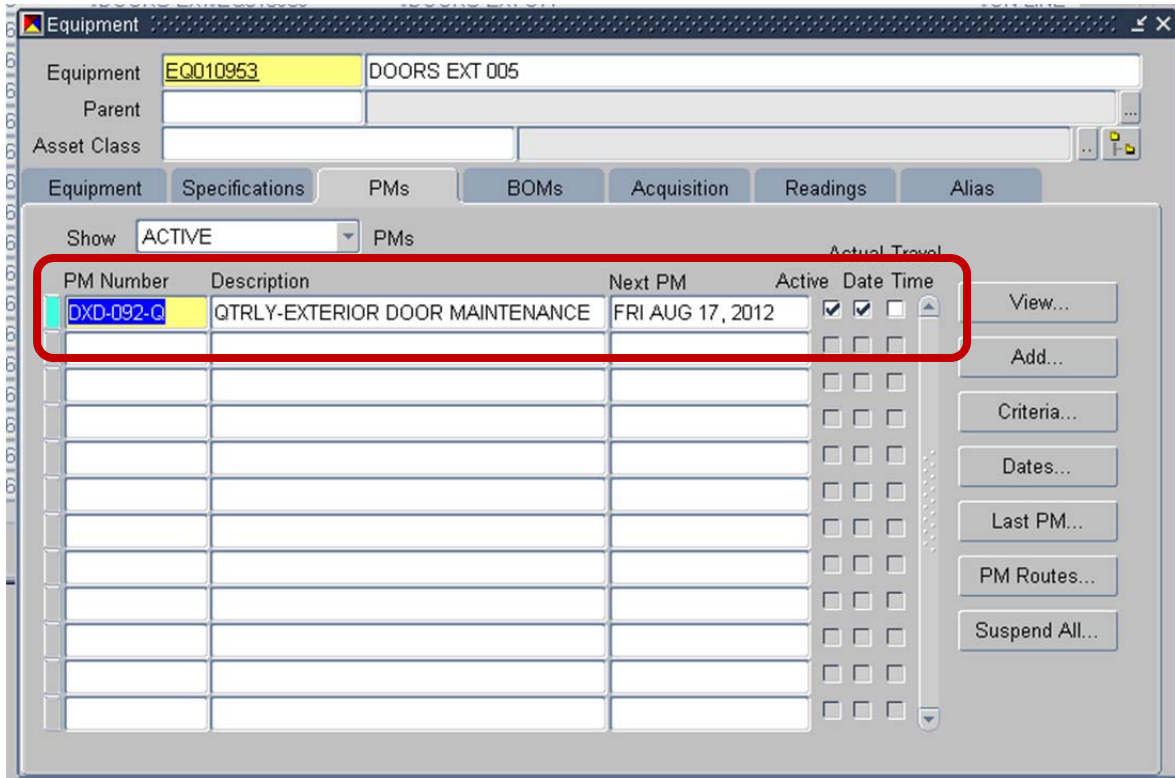
b. Click on the [Criteria...] button that is on the right side of the screen. It will pull up screen like this:
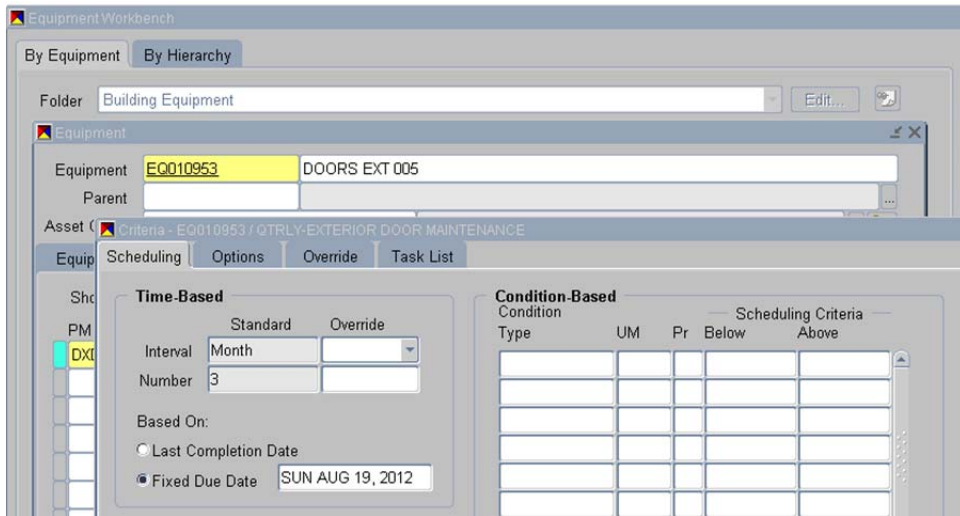
3. Click on the "override" tab
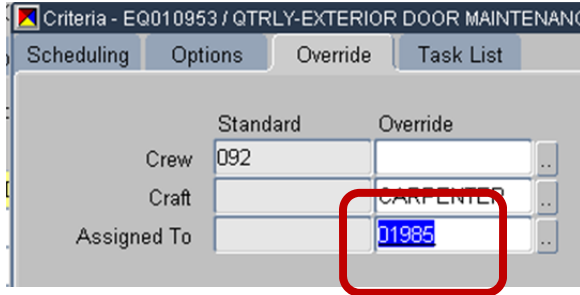
4. Input the employees number in the blank for Override "assigned to" field as per below. Craft is not required, but an option.


5. Click ok, save the changes and go to next equipment number of your choice.

C. Section 2 – Assigning technician to a route of equipment (multiple EQ numbers)

Equipment Routes are a bit different, but only that you change a bunch of Eqs within a single Route. It can be much easier to make major changes like assigning a techncian. This Feature requires addional priveleges thru FAMIS Tech Support.

1. Query up the Route by the following method:

   a. Double click on "Preventive Maintenance." . It will expand the list to show some selections.
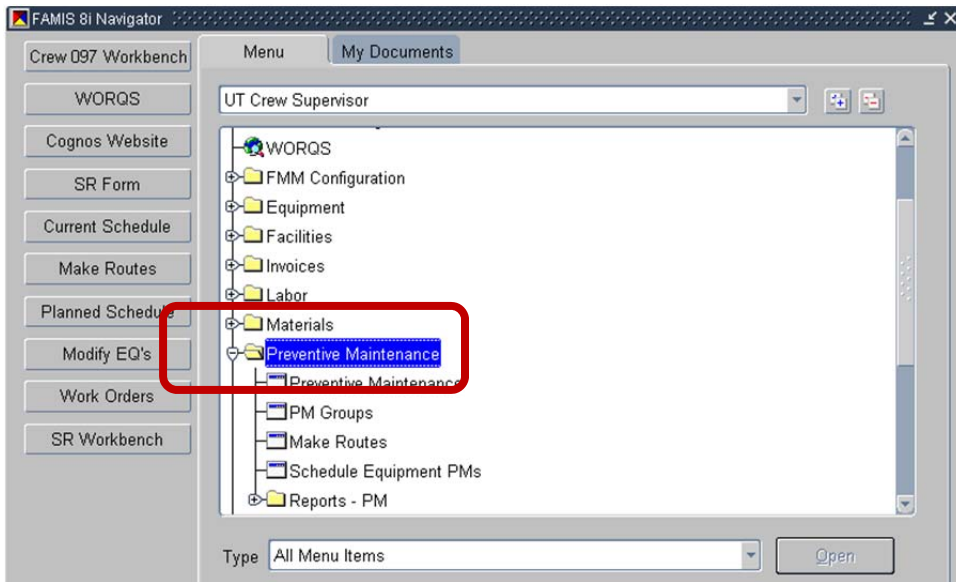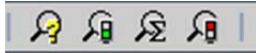

   b. Double-click on "make routes"
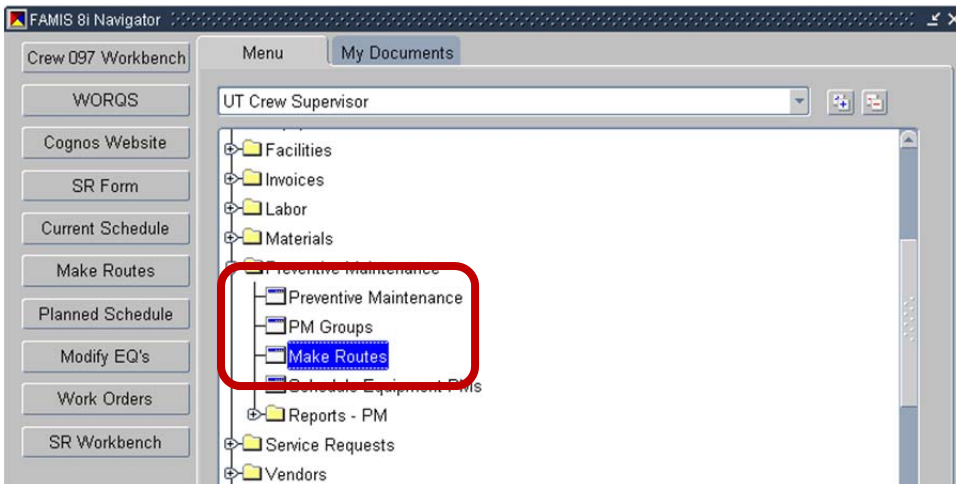
   c. Your screen should look like the following:

d. Now follow the ususal process for making a query. Click on the buttons at the top of the screen.

    i. Click on the question mark
    ii. Type in the route name.   You can also use the wild cards, as in all queries using the %.

2. For the example, I queried the route name, "LTE01 ART." After executing the query, the screen looks like the following:

3. Click on the Preventive Maintenance Tab.

e. Screen should look like this

4. Click on "criteria" on the button to the right of the screen.
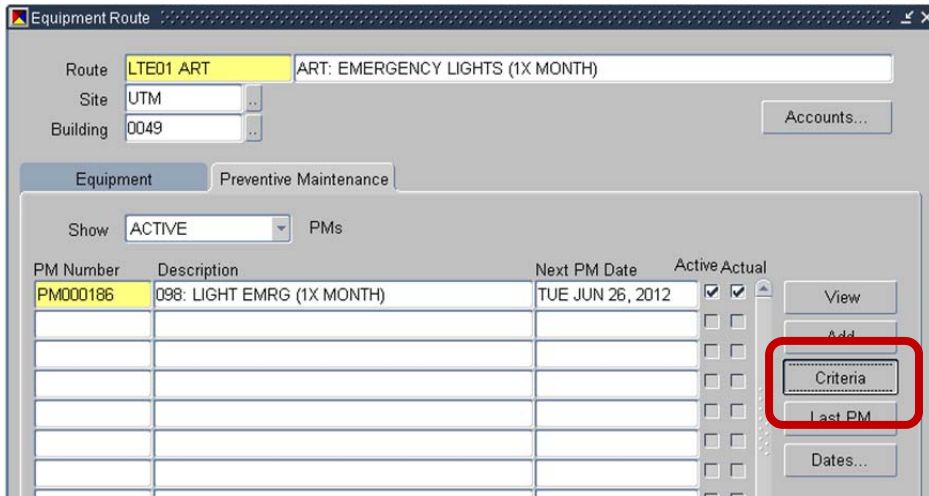
f. Screen will look like the following:
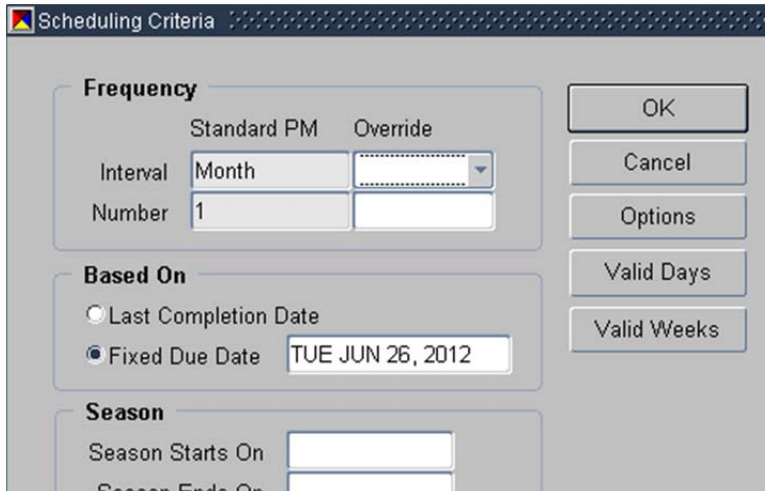
5. Click on Options
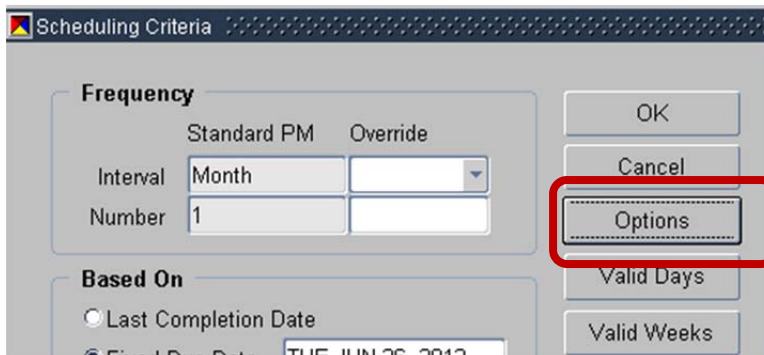
g.   Screen should look like this:

6.   Click into the Override section, and add the Technician's employee number.

7.   Click OK out of the screens and save the changes as with any other FAMIS changes.

8. When you get back to the "Equipment Route" screen, query the next route by hitting the query buttons.

.
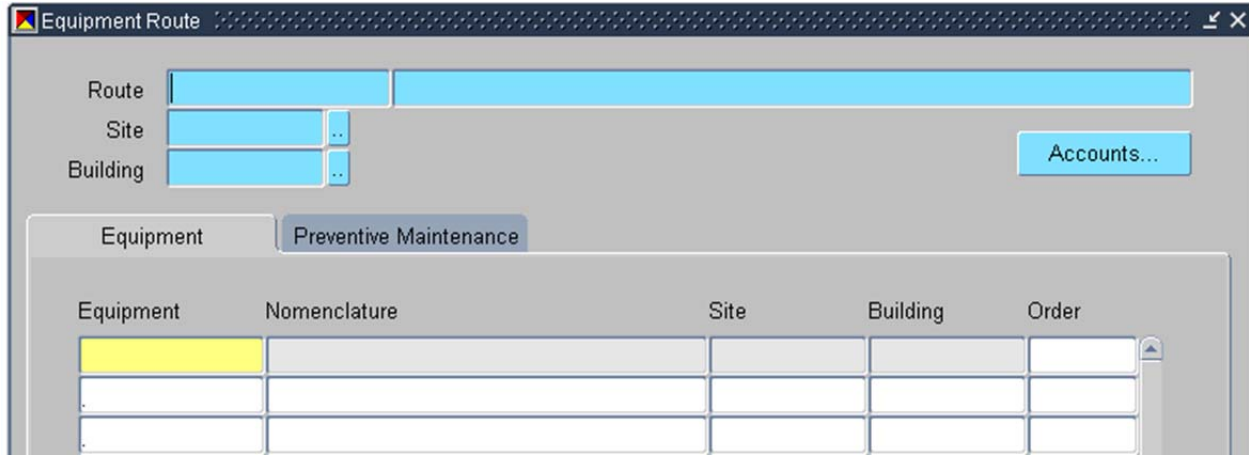
D. Frequently Asked Questions

1. <u>What if there is no PM listed on this equipment?</u>

Typically, this means two things: a) this equipment is on a Route, or b) that no PM has been assigned to this equipment.
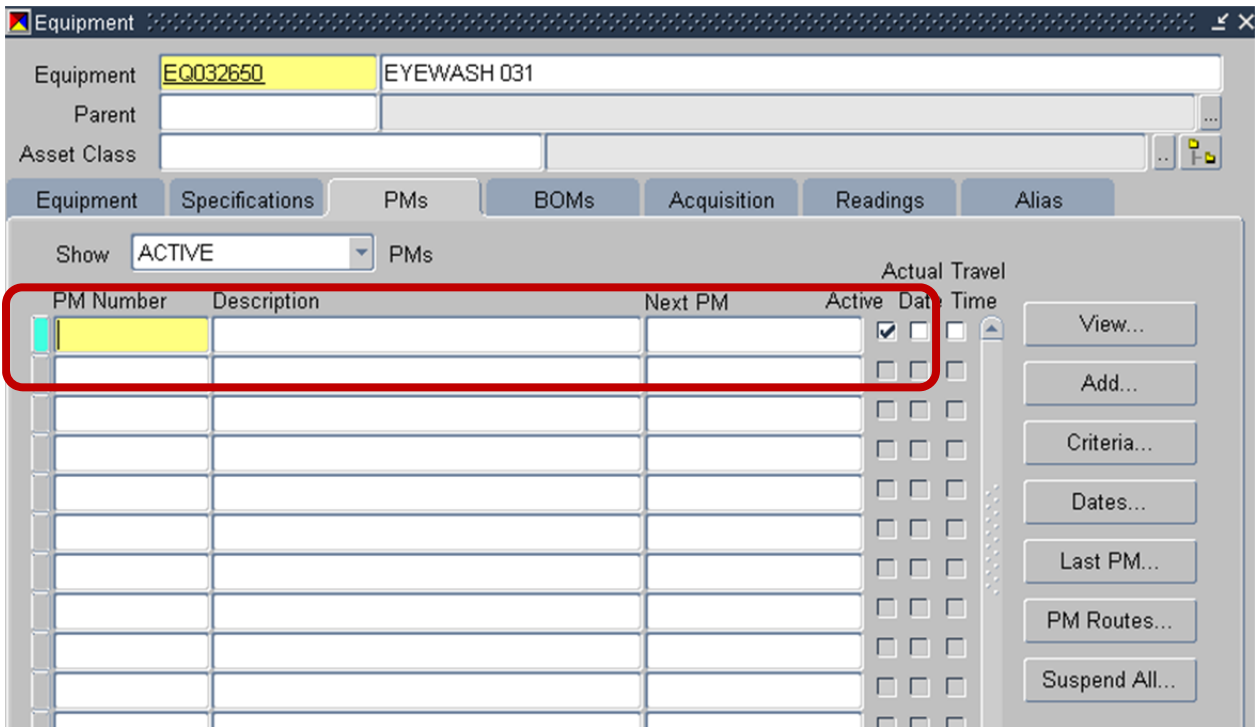
a. Check if it's a Route.   Click on the highlighted buttion **PM Routes...** .
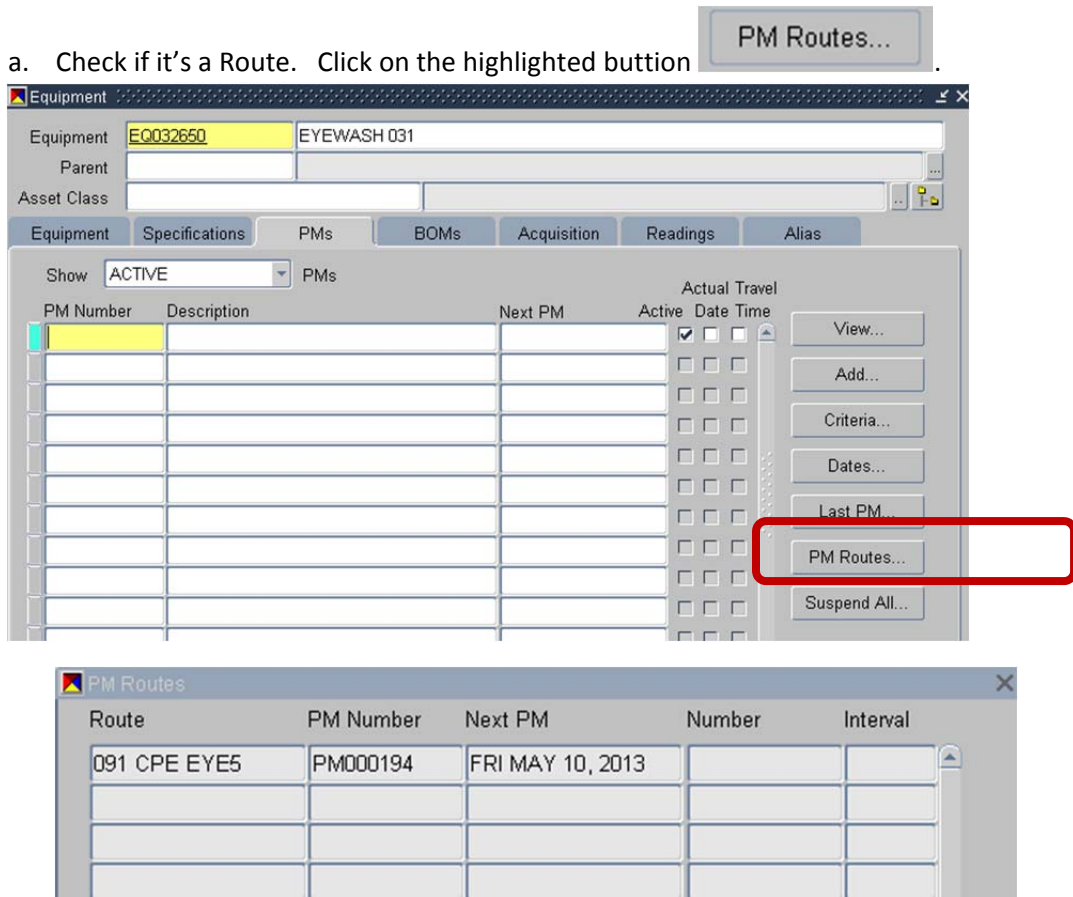
The screen will look like this for a route.   Easy, click your way out and go to the next EQ#.

However, this is also a clue for another issue and another discussion. This could be a straggler – a piece of equipment that has not had a PM assigned to it yet. It might be worth a converstion with the supervisor or technician.

Page 11 of 12

Filename: C:\Users\sd764\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\XK7L4275\8-Procedure_Assign technician.docx

2. What if the "next due date" is blank?

   It could be a clue for additional issues:

   - This could be a straggler – a piece of equipment that has not had a PM assigned to it yet. It might be worth a converstion with the supervisor or technician.

   - Or, this could be a retired piece of equipment that was "retired" incorrectly. Check the status in the "equipment" tab; check the attachments for any notes where it was retired, off-line or otherwise.