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## AM.020.092 – TRACKING REPAIR SERVICE INFORMATION

<b>Purpose</b>	<ul style="list-style-type: none"> <li>To identify what triggers the addition of repair service information to an asset in the system.</li> <li>To track repair service information.</li> </ul>
<b>Description</b>	<p>Property Control will be notified when assets are in need of service. This triggers the entry of the data associated with the asset. The details of each service event are then available for future review.</p> <p>Tracking repair service information is an optional feature. Some Property Control departments will want to use the information as an additional property management tool.</p>
<b>Security Role</b>	<b>BOR_AM_SERV_RPR</b>
<b>Dependencies/ Constraints</b>	None
<b>Additional Information</b>	None

## Procedure

Below are step by step instructions on how to track repair service information.

Step	Action
1.	Click the <b>NavBar</b> icon.
2.	Click the <b>Menu</b> icon.
3.	Click the <b>Asset Management</b> link.
4.	Click the <b>Service and Maintenance</b> link.
5.	Click the <b>Track Service and Repairs</b> link.
6.	Enter the institution's Business Unit in the <b>Business Unit</b> field.
7.	Enter the Asset ID in the <b>Asset Identification</b> field.
8.	Click <b>Search</b> . The system navigates to the Track Service and Repairs.
9.	Select the type of repair from the Type dropdown menu. Type options include: <ul style="list-style-type: none"> <li>• Repair</li> <li>• Preventative Maintenance</li> <li>• Routine Maintenance</li> <li>• Other</li> </ul>
10.	Enter any additional information about the repair service.
11.	Click the <b>Save</b> button.