PREVENTIVE MAINTENANCE

JOB PLANS: MANUALLY RETIRE JOB PLANS

Provides guidance for retiring an Active Job Plan on Facilities Connect desktop.

▼ GETTING STARTED

This guide begins on the Plan Work screen. For more information on navigating to the Plan Work screen, refer to the Setting Up a New Job Plan manual.

DIRECTIONS:

1  From the Plan Work screen, locate the Job Plan that you want to retire:

1a  Enter key words into the column search boxes.

1b  Click on the Job Plan to open it.

2  Upon clicking, the Job Plan will open in a new window:

2a  Click on Revise to edit the Job Plan.
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**DIRECTIONS:**

3. Once the Job Plan is in the Revise stage:
   
   3a. Click on the **PM Schedules** sub-tab.
   
   3b. Click on the first **PM Schedule** listed.

   ![PM Schedule screen](image1.png)

4. Upon clicking, the PM Schedule window will open:
   
   4a. Click on the **More** button.
   
   4b. Click on the **Retire** option. Upon clicking, the PM Schedule window will close.

   ![Retire option](image2.png)
On the Job Plan window, 

6a Click on the More button.

6b Click on the Retire option. Upon clicking, the Job Plan window will close.
DIRECTIONS:

The Job Plan will now appear with the status Retired.