PREVENTIVE MAINTENANCE

JOB PLANS: AD HOC WORK TASKS

Provides guidance for adding ad hoc work tasks to 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 edit:
   1a. Enter key words into the column search boxes.
   1b. Click on the Job Plan to open it.

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.

On the PM Schedule tab:
   4a Click on the Add button.
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DIRECTIONS:

5 Upon clicking, the PM Schedule window will open. In the General section, complete the following information pertaining to the Work Task:

5a Name

5b Description

5c Request Class

6 Next, click on Create Recurring Pattern.
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DIRECTIONS:

Upon clicking, PM Event window will open:

7a  Enter the **Start Date** by using the **calendar** button.

7b  Click on the **Ad hoc** radio button.
If you need to add multiple Ad Hoc Work Tasks:
Utilize the **Also Schedule On** section to add multiple dates on which the same Ad Hoc Work Task will occur.

Once you have added all dates:
Click on the **Next** button.
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**DIRECTIONS:**

1. Next, click **Complete**.

   ![Image of the PM Event: 1007321 window with the Complete button highlighted.]

   **INFORMATION**
   Since this will more than likely be a single Work Task, no shadowing schedule should be needed.

2. Once back on the Job Plan window:
   
   ![Image of the Job Plan: 5001428 window with the PM Schedule list shown.]

   The new Work Task will appear on the PM Schedule list.
Finally, Save and Activate your Job Plan.