

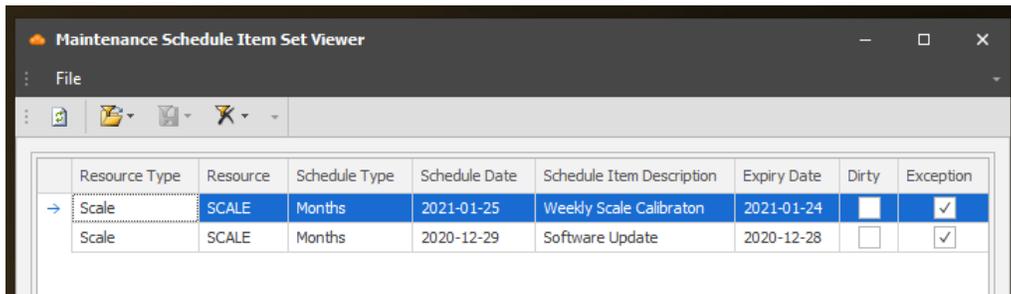
# How to Perform Resource Maintenance

**Prerequisites:** Prior to performing Resource Maintenance, you must set up the maintenance items and schedule the maintenance activities.

Prior to performing the resource maintenance, you may view the Maintenance Schedule Item Set Viewer to view what maintenance needs to be performed.

Select *Set Viewers >> Maintenance Schedule Item Set Viewer*

**Note:** If the Exception checkbox is flagged, maintenance must be performed on the resource before you may use it.

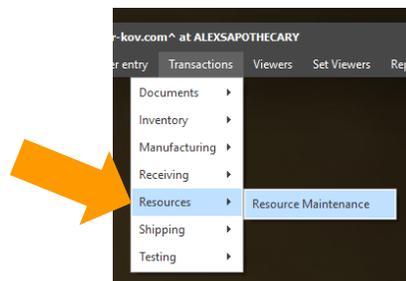


Resource Type	Resource	Schedule Type	Schedule Date	Schedule Item Description	Expiry Date	Dirty	Exception
Scale	SCALE	Months	2021-01-25	Weekly Scale Calibrator	2021-01-24	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Scale	SCALE	Months	2020-12-29	Software Update	2020-12-28	<input type="checkbox"/>	<input checked="" type="checkbox"/>

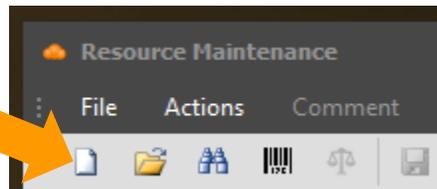
To start a Maintenance, select the **Resources Maintenance** icon from the display menu or go to *Transactions >> Resources >> Resource Maintenance*.



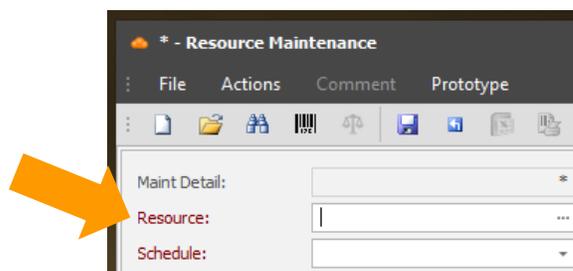
Select *Transactions >> Resources >> Resource Maintenance*



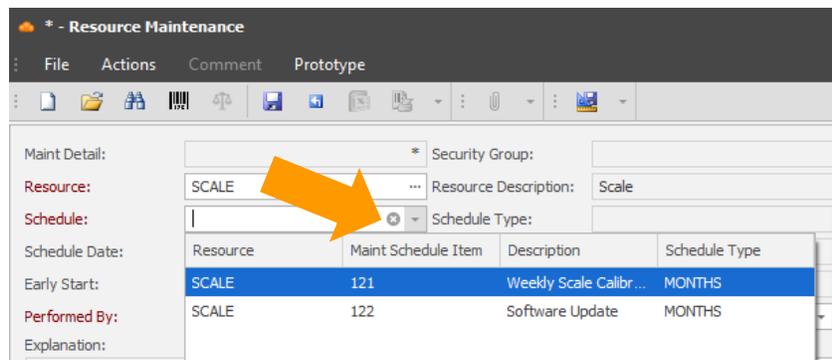
Select the New icon to create a maintenance record. Alternatively, you may scan the resource using the barcode icon or **Ctrl + B** on your keyboard.



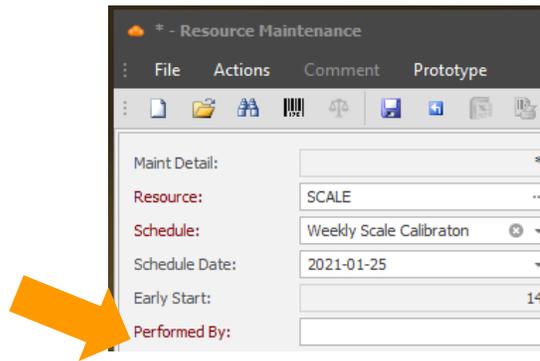
Select the equipment using the three dots beside the **Resource** field.



Using the drop-down menu in the **Schedule** field, select the maintenance to be performed on the resource.



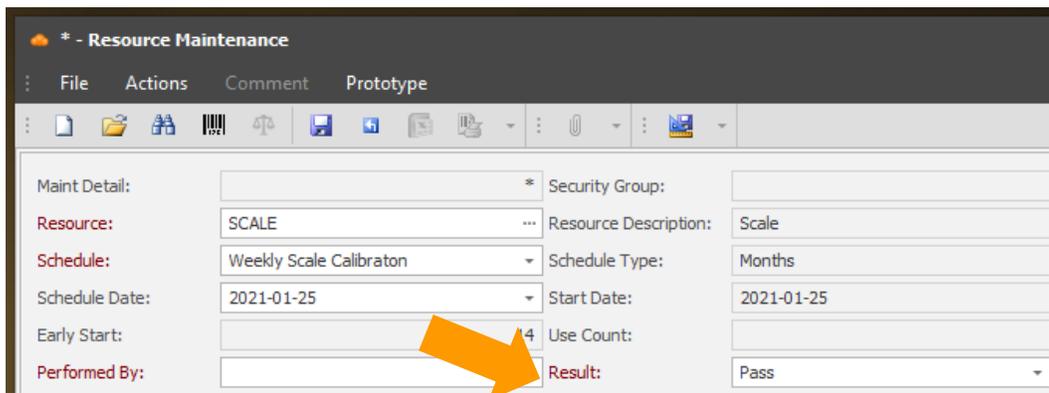
Enter the name of the individual performing the maintenance in the **Performed By** field. Note that Mar-Kov will automatically record the user who enters the Maintenance Record; the **Performed By** field saves a record of the party or individual who actually does the work. This may be useful in scenarios where a 3<sup>rd</sup> party is performing this particular maintenance.



Enter the maintenance results in the value field for each appropriate descriptor, if applicable.

Description	Value
→ Measure the ambient temperature an...	18.1
Test Weight 5g	5.00
Test Weight 10g	10.01
Test Weight 50g	49.99

Select the overall results for the maintenance.



**Note:** If any of the tests were out of specification and the operator records the maintenance as a Pass, an error message will appear and will not allow the record to be saved.

When you have entered all the information necessary, click the Save button or **Ctrl + S** on your keyboard.