

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.

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source Type	Resource 9	Schedule Type	Schedule Date	Schedule Item Description	Expiry Date	Dirty	Exception
ale	SCALE I	Months	2021-01-25	Weekly Scale Calibraton	2021-01-24		✓
ale S	SCALE I	Months	2020-12-29	Software Update	2020-12-28		\checkmark
	ale	ale SCALE I	esource Type Resource Schedule Type ale SCALE Months ale SCALE Months	source Type Resource Schedule Type Schedule Date ale SCALE Months 2021-01-25 ale SCALE Months 2020-12-29	Source Type Resource Schedule Type Schedule Date Schedule Item Description ale SCALE Months 2021-01-25 Weekly Scale Calibraton ale SCALE Months 2020-12-29 Software Update	Scource Type Resource Schedule Type Schedule Date Schedule Item Description Expiry Date ale SCALE Months 2021-01-25 Weekly Scale Calibration 2021-01-24 ale SCALE Months 2020-12-29 Software Update 2020-12-28	Source Type Resource Schedule Type Schedule Date Schedule Item Description Expiry Date Dirty ale SCALE Months 2021-01-25 Weekly Scale Calibraton 2021-01-24 Image: Calibratic Cal

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



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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.

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File Actions		Prototype				
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Maint Detail:		*	Security Group:			
Resource:	SCALE		Resource Descr	iption: Scale		
Schedule:		0 -	Schedule Type:			
Schedule Date:	Resource	Maint Sched	ule Item Des	cription	Schedule Type	
Early Start:	SCALE	121	Wee	kly Scale Calibr	. MONTHS	
Performed By: Explanation:	SCALE	122	Soft	ware Update	MONTHS	~



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 3rd party is performing this particular maintenance.

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Comment Prototype				
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SCALE ····				
Weekly Scale Calibraton 🛛 🗢				
2021-01-25 -				
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Enter the maintenance results in the value field for each appropriate descriptor, if applicable.

	Description	Value
<i>→</i>	Measre 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.

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Maint Detail:		* Security Group:				
Resource:	SCALE	··· Resource Description:	Scale			
Schedule:	Weekly Scale Calibraton	- Schedule Type:	Months			
Schedule Date:	2021-01-25	▪ Start Date:	2021-01-25			
Early Start:		4 Use Count:				
Performed By:		Result:	Pass +			

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.