Asset Maintenance Order Inbox

Module Guide: Asset Maintenance Order Inbox

Module Location

Fixed Asset > Asset Maintenance Order > Asset Maintenance Order Inbox

Module Objective

The **Asset Maintenance Order Inbox** module serves as the approval center for all **Asset Maintenance Orders (Work Orders)** that have been completed. This module is used by a superior or maintenance manager to review the results of the work and formally close the work order in the system.

1. Main View (Order List)

The main page of this module is an "inbox" that displays all completed work orders awaiting your final review.

View Explanation

This page provides a summary of all work orders that are waiting to be approved.

- **Filters**: You can search for a specific document by **Doc. Number** or a date range (**Start Date / End Date**).
- **Order List**: The table below will display all work orders awaiting action, with columns such as **Doc. Number, Asset**

Code, Maintenance Type, and **Approval**.

2. Approval Process Steps

The following is the standard workflow for an approver.

Step 1: Access the Inbox

Open the **Asset Maintenance Order Inbox** module to see the list of jobs that have been completed and require approval.

Step 2: Review the Work Results

Click on one of the rows in the table to open the detail view of that work order. In the detail view, you can check all the information, such as the work results recorded by the technician, the spare parts used, and the total time spent.

Step 3: Provide Approval

After you review the work results in Step 2, you will find a button to provide final approval (e.g., **"Approve"** or **"Close Order"**) **within that detail page**. The **[Received]** button on the main page may also function to provide this final confirmation.

Tips & Important Notes

- The approval process here is the **final step** in the asset maintenance cycle.
- Approving an order here will **formally close the work order**, confirm the usage of spare parts, and record the maintenance cost.
- This is an important control tool for the **Maintenance Manager** to ensure all work has been completed according to

standards before being administratively closed.

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