Asset Maintenance Order

Module Guide: Asset Maintenance Order (Maintenance Work Order)

Module Location

Fixed Asset > Asset Maintenance Order

Module Objective

The **Asset Maintenance Order** module functions as a **Maintenance Work Order**. This module is used to authorize, execute, and record the details of the actual maintenance work on an asset. This is where the plan from the **Asset Maintenance Schedule** is turned into action, recording the person in charge (PIC), the time spent, and the spare parts consumed.

1. Main View (Maintenance Order List)

The main page of this module displays a list of all maintenance work orders that have been created, both those in progress and those already completed.

View Explanation & Key Button Functions

This page is for managing all work orders.

- **Filters**: You can search for a specific document by **Doc. Number** or a date range.
- **Action Buttons**:

- **[New]**: To create a new work order directly, typically used for unscheduled or emergency repairs.

- **[Run Schedule]** (Main Workflow): To automatically create a work order based on an approved schedule from the **Asset Maintenance Schedule** module.

2. Steps to Create a Maintenance Order

There are two main ways to create a Maintenance Order:

Method 1: Based on a Schedule (Recommended)

1. From the main page, click the **[Run Schedule]** button.
2. A window will appear displaying a list of approved maintenance schedules.
3. Select the schedule to be executed, and the system will automatically create a draft Maintenance Order, complete with asset data and the list of required spare parts.

Method 2: Create a Direct Order (For Unscheduled Repairs)

1. From the main page, click the **[New]** button.
2. On the **Add** form that appears, fill in all necessary details:
   - Select the **Asset Code** to be maintained.
   - Fill in the **Maintenance Type**, **PIC** (Person in Charge), and the **Start Time** and **End Time** of the maintenance.

- In the **+ List of Goods/Services** table, add the spare parts used from inventory.
- After the work is finished, fill in the **Result** column with a description of the repair outcome.

Step 3: Complete the Order

After all job details and material usage have been recorded, click the **[Confirm]** button to complete and close the work order.

Tips & Important Notes

- This module is the point where the plan is turned into action and historical records.
- Completing an order in this module will automatically **reduce the stock of spare parts** used from the Inventory module and **update the maintenance history** on the asset card.
- This is the daily work module for the **Technician and Maintenance Manager teams**.

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