

Asset Maintenance Schedule Inbox

Module Guide: Asset Maintenance Schedule Inbox

Module Location

Fixed Asset > Asset Maintenance Schedule > Asset Maintenance
Schedule Inbox

Module Objective

The **Asset Maintenance Schedule Inbox** module serves as the approval center for all **Asset Maintenance Schedules** that have been submitted. This module is used by a superior or maintenance manager to review, approve, or reject planned maintenance schedules.

1. Main View (Schedule List)

The main page of this module is an "inbox" that displays all maintenance schedules requiring your action.

View Explanation

This page provides a summary of all schedules that are awaiting approval.

- **Filters:** You can search for a specific document by **Doc. Number** or a date range (**Start Date / End Date**).

- **Schedule List:** The table below will display all schedules awaiting action, with columns such as **Doc. Number**, **Maintenance Type**, **Schedule Date**, and **Approval**.

2. Approval Process Steps

The following is the standard workflow for an approver.

Step 1: Access the Inbox

Open the **Asset Maintenance Schedule Inbox** module to see the list of schedules that require approval.

Step 2: Review the Schedule Details

Click on one of the rows in the table to open its detail view. In the detail view, you can check all the information, such as which asset will be maintained, what spare parts are needed, and when it is scheduled.

Step 3: Provide Approval

After you open and review the schedule details in Step 2, you will find the buttons to grant approval (e.g., "**Approve**" or "**Reject**" buttons) **within that detail page**. Click the appropriate button to complete the review process.

3. Additional Button Function

- **[Received]:** This button is most likely used **after the maintenance work is complete**, to mark in the system that the asset has been received back in operational condition, thereby completing the maintenance cycle.

Tips & Important Notes

- The approval process here ensures that only valid maintenance schedules, with the correct spare parts and appropriate timing, will be executed.
- This is an important control tool for management to oversee maintenance costs and ensure the effectiveness of the maintenance team.

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