

Asset Maintenance Schedule

Module Guide: Asset Maintenance Schedule

Module Location

Fixed Asset > Asset Maintenance Schedule

Module Objective

The **Asset Maintenance Schedule** module serves as a tool for planning, creating, and managing all maintenance activity schedules for fixed assets. This module allows you to specify which asset requires maintenance, the type of maintenance, when it will be performed, as well as what spare parts are needed.

1. Main View (Maintenance Schedule List)

The main page of this module displays a list of all asset maintenance schedule documents that have been created.

View Explanation

This page is for viewing and managing all maintenance schedules.

- **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 that match the filters, with columns such as **Doc. Number**, **Maintenance Type**, **Schedule Date**, and **Status**.

Button Functions

- **[New]**: The primary button to create a new asset maintenance schedule.

2. Steps to Create a New Maintenance Schedule

Step 1: Create a New Schedule

From the Main View, click the **[New]** button to open the **Add Maintenance Schedule** form.

Step 2: Fill in General Information

On the form that appears, fill in the basic schedule information:

- **Schedule Date**: Specify the date when the maintenance will be carried out.
- **Maintenance Type**: Select the type of maintenance from the dropdown (e.g., Routine Maintenance, Emergency Repair, Calibration).

Step 3: Select the Asset to be Maintained

In the **Maintenance Schedule** section, within the **Asset List** table, click the **[+]** icon to search for and select one or more assets from the Asset List that require maintenance.

Step 4: Detail the Spare Parts/Services (Important!)

At the bottom, in the **Spare Part / Service Detail** table:

1. Click the **[+]** icon to add a new row.

2. In the **Item/Service Code** column, search for and select all the **spare parts** or external services needed for this maintenance job.
3. Enter the required quantity in the **Qty** column.

Step 5: Save the Schedule

After all data is filled in, click the **[Confirm]** button to save and submit the maintenance schedule for the approval process.

Tips & Important Notes

- This module is integrated with the **Asset List** module (for selecting assets) and the **Inventory** module (for selecting spare parts).
- By planning maintenance here, you can ensure the availability of spare parts and minimize asset **downtime**.
- A created schedule can function as a **Work Order** for the technician or maintenance team.

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