

Maintenance Category

Module Guide: Maintenance Category

Module Location

Settings > Maintenance - Fixed Assets > Maintenance Category

Module Purpose

The **Maintenance Category** module is master data that serves to classify the types of maintenance work performed on fixed assets. Its main purpose is to standardize and group maintenance activities (e.g., Preventive Maintenance, Corrective Maintenance, Inspection, Calibration) so that cost analysis, scheduling, and reporting processes become more structured and efficient.

1. Main View (Maintenance Category List)

The main page displays all maintenance categories registered in the system.

View Explanation

- **Filter:** Allows for a quick search based on **Category Code**.
- **Maintenance Category List Table:**
 - **Category Code:** A unique code that identifies each type of maintenance.
 - **Category Name:** A descriptive name for the category (e.g., "Preventive Maintenance," "Emergency Repair").

- **Category Description:** A more detailed explanation of the scope of the category.
- **Active Status:** Indicates whether the category is active and can be used in new transactions.
- Currently, the table shows "...No Data...", indicating that no categories have been defined.
- **Action Buttons:**
 - **New:** Opens the form to create a new maintenance category.
 - **Delete:** Deletes the selected category.

2. Add Category Page

This form is used to define a new maintenance category.

View Explanation

- **Category Code*:** A required field for the unique category code.
- **Category Name*:** A required field for the descriptive name of the category.
- **Category Description:** An optional text area for a more detailed explanation.
- *Note:* The asterisk (*) indicates that the field above it is required.

3. Steps to Create a Maintenance Category

1. From the main page, click the **New** button.
2. Enter a unique and easy-to-remember **Category Code** (e.g., "PREV" for Preventive).
3. Clearly fill in the **Category Name** (e.g., "Regular Preventive Maintenance").
4. Add a **Category Description** if needed to clarify the scope of the work.
5. Click **Save**.

4. Integrated Workflow & Business Process

- **Work Order Creation:** When a technician or planner creates a Work Order for an asset, they will be required to select a **Maintenance Category**. This choice directly classifies the type of work to be performed.
- **Cost and Performance Analysis:** This category data is crucial for analysis. Management can easily filter and analyze the total costs, time, and resources spent on each type of maintenance. This helps answer questions such as, "How much did we spend on emergency repairs (Corrective Maintenance) versus planned maintenance (Preventive Maintenance) last month?".
- **Maintenance KPI Reporting:** Categories serve as the basis for calculating important **Key Performance Indicators (KPIs)**

, such as the ratio of preventive to corrective maintenance, which is a key indicator of the effectiveness of the maintenance program.

5. Tips & Important Notes

- Define maintenance categories that are clear, concise, and mutually agreed upon by the entire maintenance team to ensure everyone has the same understanding.
- Commonly used categories include Preventive Maintenance, Corrective Maintenance, Predictive Maintenance, Inspection, Calibration, and General Repairs.
- Limit the number of categories to avoid over-complication. Focus on classifications that truly add value to the analysis.
- Access for creating or modifying categories should be restricted to the Maintenance Manager or System Administrator to maintain data consistency.

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