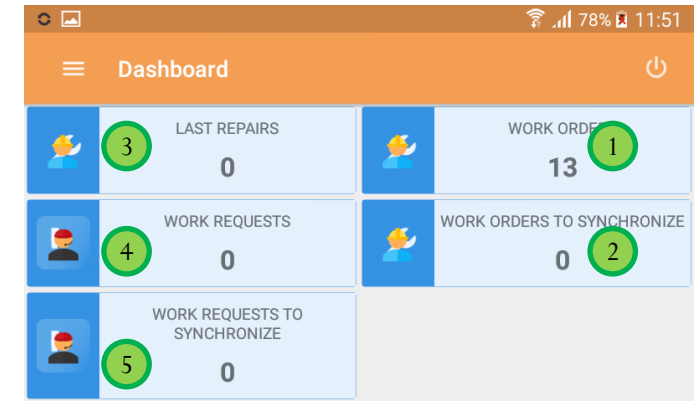


## 26 – Tablet - How to fill a Work Order



### 1) Dashboards

On the main page, you can find the following indicators:

1. The « Work Orders » which have been assigned to you
2. The « WO to be synchronized » means the WO that you have created from the tablet but not yet synchronized with MEMO
3. The « Last repairs » which are recent WOs (less than 24 hours)  
*Note : you also find information related to your work requests*
4. The « Work requests » which have been assigned to you
5. The « WR to be synchronized » means the WR that you have created from the tablet but not yet synchronized with MEMO





### 2) Synchronization of WO and of WR

Click on the menu  then on  **Synchronisation partielle** to synchronize the WO and the WR, meaning receive the new WO and WR from MEMO and send all the information related to WO and WR that you have indicated on the tablet to MEMO since the last synchronization.



### 3) WO access


You can access the list of your WOs:

- by clicking on one of the « Work orders », « Work orders to synchronize » or « Last repairs » indicators
- by clicking on the menu  then the option  Bon de travail


### 4) List of your WOs



On this page you have the list of WO assigned to you.

The symbol  indicates that a report has already been input

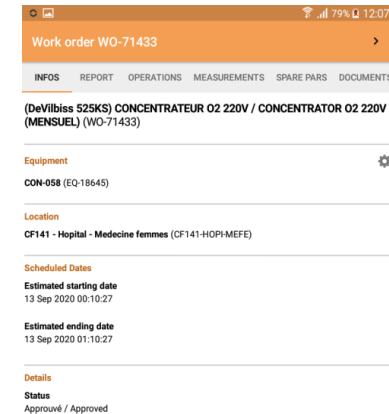
The button  allows to create a new WO

The button  allows the WO synchronization

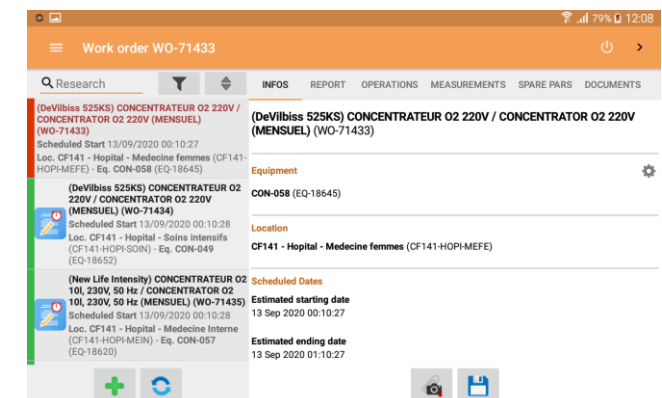
If you click on a WO, you can consult it and update it.



You can switch from one tab to another one by clicking on its title in the top bar or by sliding your finger from right to left.




Note : If you use the tablet horizontally, you can see, at the same time, the list of your WOs and the details of the selected WO :




## 5) Description of a WO / « INFORMATION » tab


This tab gathers the following information :

- The description of the WO
- The MSF number and the equipment number

The link  will lead you to the equipment sheet

- The MEMO-registered location of the equipment
- Planning dates
- The WO status

The button  allows you to save, at any time, information entered.

The button  allows you to link a document or a picture with the WO.

## 6) Description of a WO / « REPORT » tab

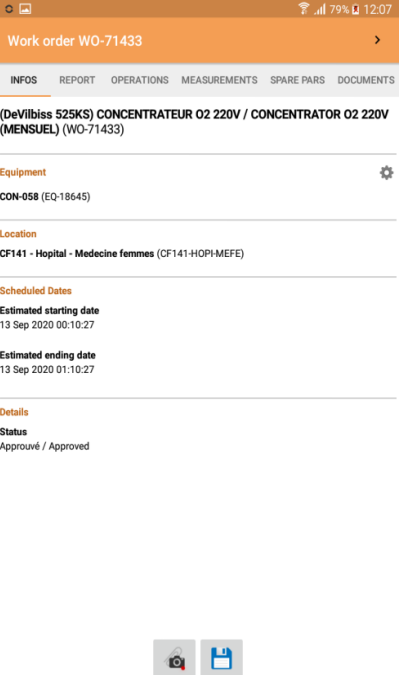
This tab allows you to fill in the general information of the WO.

You can indicate :

- The status of the WR :
  - « 22-DONE » ⇔ *the maintenance has been done / completed*
  - « 21-STANDBY » ⇔ *the maintenance cannot be completed (due to a lack of parts, other)*
  - « 23-IRREPARABLE » ⇔ *it's not possible to maintain / repair the equipment*
  - « 24-NEWINTERVENTION » ⇔ *a new intervention is needed to finalize the maintenance*
- the start and end dates and times of the intervention
- if a stop has been needed and the duration of this stop
- the report

When everything is complete, you can save the information with the button .

**Note: All this information is mandatory.  
Input them !!!**



## 7) Description of a WO / « OPERATIONS » tab

This tab allows to enter the operations of the WO.

*Note : Operations are linked to preventive maintenance.*

*If the WO is corrective, the list of its operations is empty.*

For each of the operations, you can indicate :

- its status, has it been completed and validated ? (YES ou NO)
- Green line on the left : Operation completed
- Red line on the left : Operation not completed
- an optional comment



## 8) Description of a WO/ « MEASUREMENT » tab

This tab is used to enter the measurements of the equipment associated to the WO.

*Examples : Mileage for vehicles, % of oxygen for O2 concentrators*

For each of the measurements, you can indicate :

- its record
- the date and time of the record



Then you can modify  or delete  a record.


*Note : During the WO synchronization, the measurement records are no longer listed but they have been saved in MEMO. The records for the same measurement should not be indicated more than once*

## 9) Description of a WO / « SPARE PARTS » tab


This tab allows you to indicate the spare parts used when treating the WO.

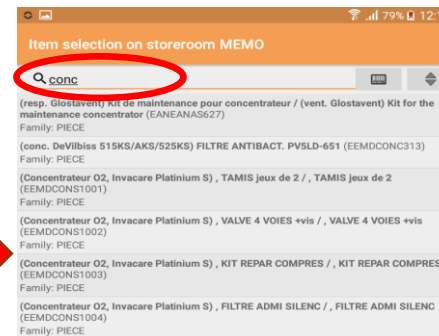
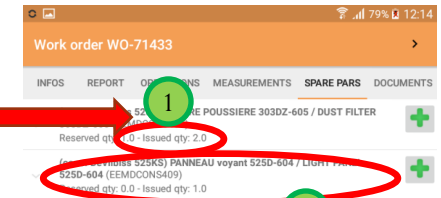
As part of preventive maintenance, spare parts will already be listed. For each one, we can read the quantity to be used.



1 Click on the symbol  at the level of each piece to indicate the actual quantity used.

2 For each maintenance, it is possible to indicate unplanned spare parts.

To do this, click on the symbol  at the end of the page. A page opens which lists all the spare parts. A search engine allows you to make your selection.



## 10) Return to the list of WO and finalization

To return to the list of WO, you can click on the physical “Back” button on the table

You can synchronize the WO by clicking on the button .

The Work Order you just made remains visible and will remain visible until it is closed, either by the Log Manager or automatically.