

25 – TABLET - PERFORM A SEARCH

On the tablet, you can access the list of WOs assigned to you, of equipment, of locations and of your work requests.





1) **Perform an overall synchronization** (optional)

In order to have a search result that relates to updated data, you can perform a global synchronization.


To do this, click on the menu  than on the option  **Global synchronization** to synchronize the tablet with MEMO.

2) **Select the application**

From the dashboard, click on the menu  then select the option you are looking for:

-  Work order
-  Equipment search
-  Tree
-  Work request

3) **« Work Orders » list**

By clicking on the button  **Work order** you access the WO page.

A list of all unclosed WO is displayed, indicating:

- The code and description of the WO,
- The code of the related equipment,
- The MSF number of the related equipment,
- The location of the related equipment.

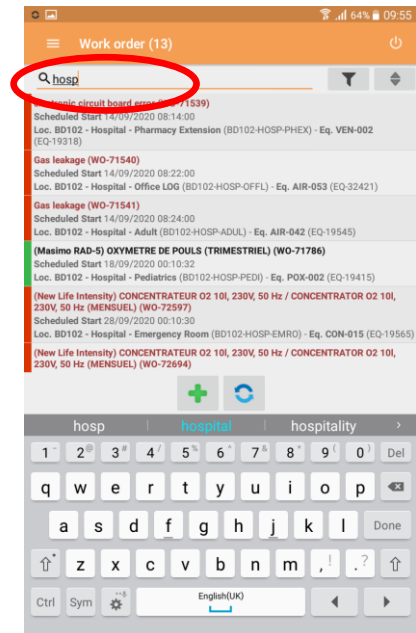


4) Perform a quick search on the WO list


In order to perform a quick search, you can indicate what you are looking for in « Search » bar. MEMO progressively displays the results after entering each character

The values sought may relate to:


- The WO code :
 - Examples : « WO-23 » or « 23456 » for « WO-23456 »
- The WO description :
 - Examples : « POUL » or « QUART » for « PULS OXYMETER (QUARTERLY) »
- The related equipment code :
 - Examples : « eq-19 » or « 19391 » for « EQ-19391 »
- The related equipment location :
 - Example : « hosp » for « BD102-HOSP-ISOL »





5) « Equipment search » page

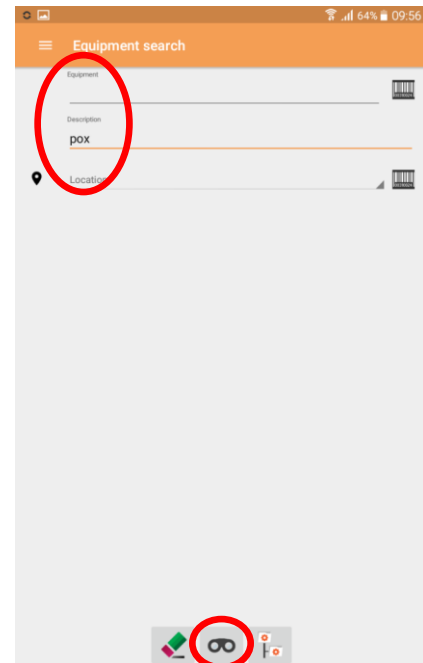
By clicking on the option  **Equipment search** you access the « Equipment search » page :

You can search on :

- The equipment code :
 - Examples : « eq-19 » or « 1939 » for « EQ-19391 »
 - By clicking on the button , you can scan the bar ode of the equipment
- The MSF Number of the equipment
 - Examples : « pox » or « 004 » for « POX-004 »
- The equipment location :
 - By clicking on this option, you need to find the location on the tree view



When the value(s) are entered, you need to click on  in order to launch the search.

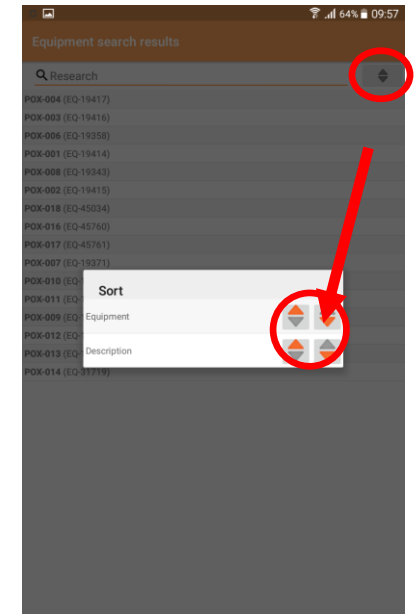
The button  is used to erase the values entered or selected.




6) Sort the data



You are able to sort the displayed data (WO, Equipment or WR) before or/and after the research by clicking this button 

Then you have to choose one of the displayed fields to sort in increasing order (by clicking on the button ) or decreasing order (by clicking on the button ) depending on the column in question.



7) «Tree view» page

By clicking on the option  **Tree** you access the location tree view and its related equipment.

On this page, are listed the locations (symbol: ) and the list of equipment (symbol: )
Note: the blue background means that a location/equipment doesn't own any location/equipment as sub level

By clicking on a location, you find the list of its equipment and its sub locations on the right side column

