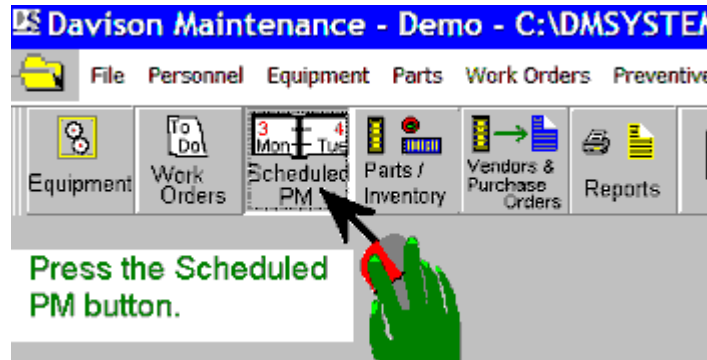


# How to Close Completed Preventive Maintenance

For more detail see [Closing PM Tasks](#)

**This procedure is unnecessary if you use a PDA handheld for Preventive Maintenance.**



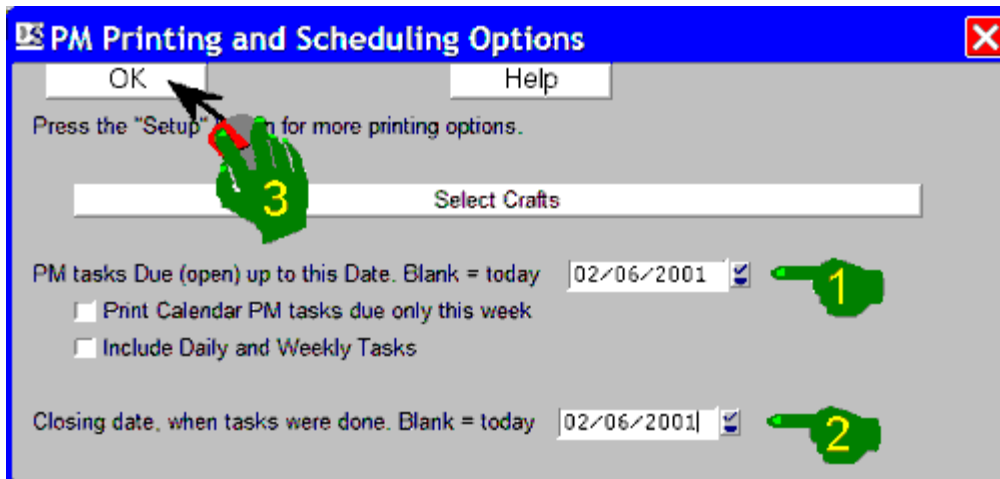
Printed: 02/11/2001 16:35

Preventive Maintenance Due  
PM Due on 02/06/2001 for All Crafts by Location

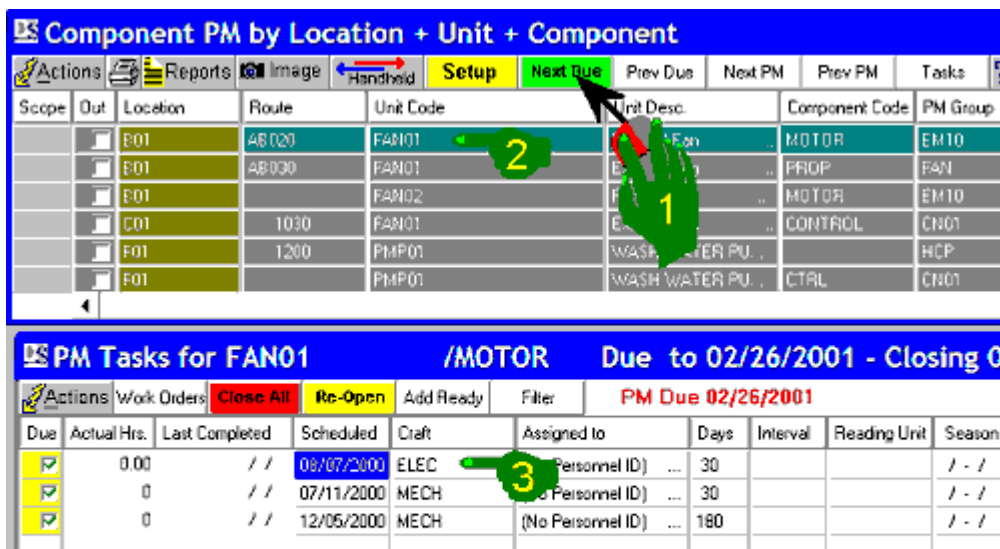
Location Craft Unit - Component

B01		Mai	<b>Note the heading on the printed PM tasks. 1) See the date that the PM was due and the crafts.</b>
FAN01		Exha	
MOTOR		E	
ELEC		Ele	
		C	

Task Description:  
Test thermostat switch for  
MFCH Me



- 1) Enter the PM Due date, same as the printed PM.
- 2) Enter default closing date. This is the date that personnel completed PM tasks.
- 3) Press the "OK" button.



- The title for PM tasks indicates the current PM printing and scheduling options.
- 1) Press the "Next Due" button.
  - 2) The first component found should be the same as the PM printout.
  - 3) PM tasks are the same as the printout if the PM tasks are due.

Component PM by Location + Unit + Component						
Scope	Out	Location	Route	Unit Code	Unit Desc.	Component
	<input type="checkbox"/>	B01	AB020	FAN01	Must Fan ...	MOTOR
	<input type="checkbox"/>	B01	AB030	FAN01	Fan ...	PROP
	<input type="checkbox"/>	B01		FAN02	Fan ...	MOTOR
	<input type="checkbox"/>	C01	1030	FAN01	Fan ...	CONTR
	<input type="checkbox"/>	F01	1200	PMP01	WASH WATER PU...	
	<input type="checkbox"/>	F01		PMP01	WASH WATER PU...	CTRL

PM Tasks for FAN01 /MOTOR Due to 02/26/2001						
Due	Actual Hrs.	Last Completed	Scheduled	Craft	Assigned to	Days
<input type="checkbox"/>	0.00	02/26/2001	02/26/2001	ELEC	(No Personnel ID) ...	30
<input type="checkbox"/>		02/26/2001	02/26/2001	MECH	(No Personnel ID) ...	30
<input type="checkbox"/>		02/26/2001	02/26/2001	MECH	(No Personnel ID) ...	180

- 1) If all PM tasks for this equipment component are completed, press "Close All".
- 2) Note that the PM tasks are no longer due. They will not become due again until the frequency (days or interval) for each task has past.
- 3) Press "Next Due" to move to the next component, same as the PM printout.

- Short-cut command for closing all completed PM.  
You can close all completed PM with one command.  
Caution: Be sure of your PM Printing and Scheduling options.

**Component PM by Location + Unit + Component**

Next Due	Prev Due	Next PM	Prev PM	Tasks	Help		
				Unit Desc.	Component Code	PM Group	Meth
				Exhaust Fan	MOTOR	EM10	Color
				Exhaust Fan	PROP	FAN	Color
				Fan 2	MOTOR	EM10	Time
				Exhaust Fan	CONTROL	CN01	Color
				WASH WATER PU...		HCP	Color
				WASH WATER PU...	CTRL	CN01	Color

Due to 02/26/2001 - C...

PM Due 02/26/2001

Close all PM per current setup and scope.

Re-open Closed PM for current closing date and scope.

Re-open Closed PM for setup (any closing date) and scope.

Create Ready PM Work Orders per current setup and scope.

If you are sure, press "Actions" from the Equipment Components window, then select "Close all PM per current setup and scope". This will close all completed PM tasks without needing to press "Next Due" and "Close All" repeatedly. You can set a scope or tag records for this command.