



PINJA



Novi by Pinja User Interface manual

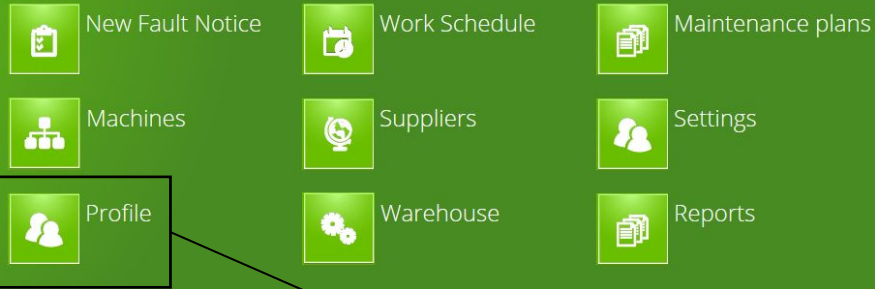
User Interface manual

In this user interface manual are shown and explained basic functionalities of the Novi maintenance system. Example views in the screen shots used in this manual may be different than in the user interface of yours.

Basic functionalities are the same in every environment and this guide concentrates to those.

Function of the warehouse and the route maintenance module are included in this basic guide because those options are very common in use.

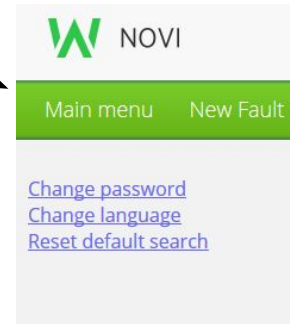
Main menu – Profile settings



After log in to Novi the main menu will be the first sight. The main menu consists of those modules or functionalities the user rights allows for the user. In case different user rights the main menu might be different between users.

After the first log in person can change the password in the Profile settings. It is also possible to change user interface language in the profile settings in case it is allowed by the user rights.

In case a forgotten password Main user can give a new default password for person in the person settings site.



Machines

The machine registry is the foundation for the system. Fault notices, work cards and maintenance plans are always linked to machines in the machine registry.

Settings to the machine registry can be given for View, Edit or Delete in the person right group. The machine registry can be visualized in a machine hierarchy tree or in a grid view.

Grey levels shown in the hierarchy are machine levels and these are managed in the Setting site. The blue, actual machine cards are managed in the Machines module.

Machine registry functionalities

Print: you can print for example QR codes for machines shown in the grid view

Add: create a new machine card

Toggle: change view to tree or grid view

Search: open search options

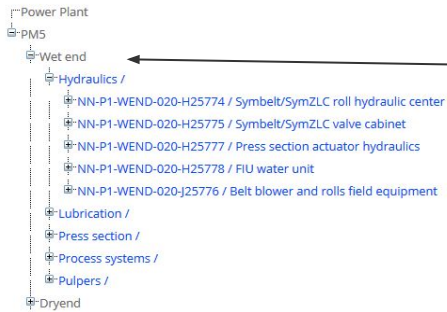
W NOV I

Welcome Arrow Administrator Logout

Main menu New Fault Notice Work Schedule Maintenance plans Machines Suppliers Settings Warehouse Reports

Machines Found: 1048

Print + Share Search



The hierarchy must have at least one machine level in the machine hierarchy before actual machine cards. You can manage machine levels in the Setting site: Machine levels.

When creating a hierarchy it is possible to define a process area or a production line as a machine card to give possibility to add work or maintenance plans to a process area or a production line itself.

Machines – Add a new machine card

Machine - Add

Code	<input type="text"/> *	Manufacturer	<input type="text"/>
Name	<input type="text"/> *	Manuf. Year	<input type="text"/>
Type	<input type="text"/> ▼	Serial no	<input type="text"/>
Model	<input type="text"/>		
Level	<input type="text"/>		
Information	<input type="text"/>		

Adding a new machine starts from the + button at the top right corner of Machines site.

When adding a new machine card * symptom is information about a mandatory field. The machine card view and mandatory fields are managed in the Setting site: Machine settings


A code for a machine is unique in the system so adding a code existing is prevented and the system will remind if the code is already used.

Level opens the machine registry to make a selection for the level of machine. A machine can be linked both to level (grey) or as a child machine under a another machine (blue). Leveling can be changed later at edit mode.

Machine card

Machine - NN-P1-WEND-020-H25774



	Code	NN-P1-WEND-020-H25774	Manufacturer		
	Name	Symbelt/SymZLC roll hydraulic center	Manuf. Year		
	Type		Serial no		
	Model				
	Level	Hydraulics /			
	Information				
	Close	Edit	Fault notice	Copy	New work card

CSV

All data

Compact

Sticker print with QR-code (machine card)

Sticker print with QR-code (fault notice)

Sticker print with QR-code (new work card)

Basic data of a machine like code, name and level are informed at the info area. Manufacturer and supplier information can be added in case the supplier is founded at Supplier registry.

Type list for a machine is managed in Settings: Machine types.

Grey headers under the basic data fields are for machine extra information like type specific extra info linked to machine type, bill of material, documents and history data of the machine, open work cards and maintenance plans.

In case to update or adding data for a machine remember change the view status to edit mode from the button **Edit**. After needed changes are done you can save changes from the button Save. In edit mode it is also possible to add a machine image for a machine card from the left top corner's image adding function (delete by activating the option Delete machine image and save the card).

In case user rights allows it **Delete** function is available at edit mode. Deleting the machine card will remove the machine from user interface but in the database the machine data will be archived. In case a deleted machine need to be reactivated to the user interface please take contact to ARROW support.

From machine card it is possible to report a new fault notice or a new work cards with a machine link to the machine.

From the right top corner it is possible to **print** for example QR codes for the machine.

↑ Model specific extra info - 0

↑ Spare parts - 1

↑ Documents - 0

Work history - 2 Show in calendar

↑ Open work cards - 2

↑ Machine maintenances - 0

↑ Machine workcard spare parts - 1

↑ Machine work card documents - 0

↑ Child machine documents - 0

↑ Measurements - 0

↑ Child machine open work cards - 3

Machine registry - summary

- A fault notice, a work card or a maintenance plan requires a machine card defined to the machine hierarchy. Notice that a process area or a production line can also be a machine at the hierarchy.
- User group settings defines the rights to machine card. Those are View, Edit and Delete.
- The minimum mandatory fields in the machine card are code, name and level. With these information it is possible to add a new machine card to the hierarchy. Adding all defined machine information like documents and spare parts are highly recommended.
- After adding a machine to the registry it is possible to add new fault notices, work cards and maintenance plans to it.

Fault notice

By Fault notice function it is possible to inform a malfunction or failure noticed at a machine. The fault notice itself will not be saved but it generates after saving a work card to the work schedule with the input given. This fault notice view is one model.

In case the fault notice is done from the main menu's fault notice function you need to add **Machine** by clicking the machine field to open the machine registry for selection.

In case the fault notice is generated from the machine card or from route maintenance work card the machine selection will be automatically right.

In case there are any open work cards linked to the machine selected grid view below will inform from those to give a view to check if there is a notice already from the issue.

Mandatory fields are given with * symptom after a field. The fault notice view and mandatory fields are managed in **Settings** site: **New fault notice settings**

Fault description field is a text field to inform the fault as descriptive as possible to the maintenance organisation.

From the **Browse** button it is possible to add documents from files to the generated work card. In case using a mobile device browse allows to use also mobile device's camera function to add for example a photo from the situation straight to the fault notice.

Save button will generate a new work card to the selected machine with information input in the fault notice form. After saving a fault notice the system will give the work card number generated to the work schedule.

New fault notice

Machine	<input type="text" value="NN-P1-WEND-020-H25774 / S"/>
Fault started	<input type="text" value="5/13/2019 12:56:08 PM"/>
Orderer	<input type="text" value="Arrow Administrator"/> *
Work type	<input type="text" value="WR - Work Request"/>
Machine halt	<input type="text" value="No"/>
Fault description	<input type="text"/>

Machine open workcards - 2

Work card code	Machine code	Order date	Work can begin	Work status	Fault description	Urgency	Comment
22	NN-P1-WEND-020-H25774	8/23/2017 10:55:33 AM	5/10/2019 6:25:00 AM	Noticed	Roll needs to be checked	1	
18	NN-P1-WEND-020-H25774	8/22/2017 8:43:04 AM	5/7/2019 6:43:04 AM	Noticed	hose is broken	2	

Work schedule functions and search

Work Schedule functions are found from the top right corner on the view.

Print work cards: work card printing options

Resert default search: funtion to resert the default search saved to advanced search

Add work card: report a new work card without fault notice

Search: opens search functions:

Top search is overall search to work cards. Search engine will search text added from all work card fields. This search function uses the date restrictions below.

Under the Quick search it is possible to use quick searches defined to database. These quick searches are given to use by a person group.

At Advanced search it is possible to limit the search by the work card fields so it is more accure search engine than the overall search. It is possible to save a default search to advanced search engine.

Search

Start date

End date

Quick search

Advanced search

	Machine	Work can start	Work type	Fault description	Work hours	Worker group	Worker	Work status
-4	24253919 / PICK-UP FELT, 2ND FELT ROLL DOCTOR, CLOSE, P5HS2215_XV1	5/9/2019 10:51:58 AM	CM - Corrective Maintenance	Doctor does not oscillate!			subtractor	Noticed
-3	NN-P1-WEND-020-H25774 / Symbel/SymZLC roll hydraulic center	5/10/2019 6:25:00 AM	WR - Work Request	Roll needs to be checked			Operator	Noticed
-1	NN-P1-WEND-010-V25752 / 1st press top roll (press suction roll / 2nd press roll)	5/12/2019 9:27:47 AM	CM - Corrective Maintenance	Seal leaks		Mechanical		Noticed

Work schedule – defining the default search

At the advanced search it is possible to define a default search for a user. The default search is saved for a user and it is a work schedule's default view for a log in session.

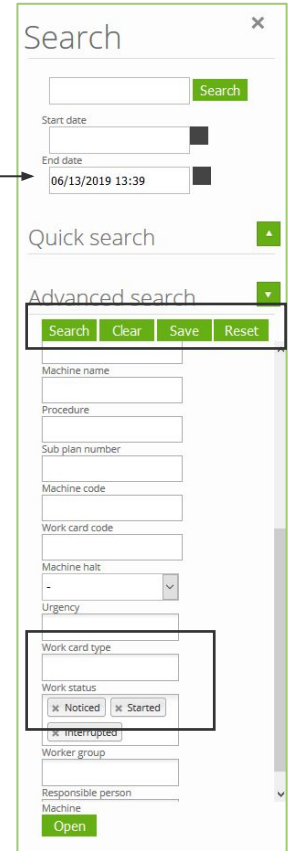
Defining the default search can be started by clearing all search definition from Clear

Next choose limitations from the advanced search list for example all open work statuses. In case you want to see open work cards resourced to you choose yourself from the list Worker as a limitation. Machine Open at the end of the list opens a machine hierarchy to make hierarchy limitation for a search in case needed.

Start and End date option can be used to define the time range used in the default search. It is reasonable (in case searching open work cards) to leave the start date open to ensure that all open work cards will occur in a search and to select for example one month to the future.

After defining needed limitation for a default search save the default search to your user ID from the button Save. Advanced search can be used also with other limitations during the log in session but it is good to remember that the last saved advanced search will be the default search. So the advanced search can be used widely with different limitations and you can always go back to your last saved default search by clicking the Reset button.

Notice that advanced search engine uses Start and End date functions!



The screenshot shows a 'Search' dialog box with a close button (X) in the top right corner. Below the title bar, there is a search input field with a green 'Search' button to its right. Underneath, there are two date selection fields: 'Start date' and 'End date'. The 'End date' field is populated with '06/13/2019 13:39'. Below these fields is a 'Quick search' section with a green arrow button. The 'Advanced search' section is expanded, showing a row of four buttons: 'Search', 'Clear', 'Save', and 'Reset'. Below this are several input fields for search criteria: 'Machine name', 'Procedure', 'Sub plan number', 'Machine code', 'Work card code', and 'Machine halt'. There is also a dropdown menu for 'Urgency'. At the bottom, there are checkboxes for 'Work card type', 'Work status' (with 'Noticed' and 'Started' selected), and 'Interrupted'. Other fields include 'Worker group', 'Responsible person', and 'Machine', followed by a green 'Open' button.

Work card

Work card



Notice

Code	39	Work can start	5/14/2019 2:20:47 PM
Machine	24253800 / Pick-up roll	Work can end	5/16/2019
Fault started	1/14/2019 2:19:58 PM		
Orderer	Arrow Administrator		
Urgency			
Fault description	What is wrong		
Report			
Work status	Noticed		
Work type	WR - Work Request		
Worker group			
Worker	Arrow Administrator		
Work ended			
Work hours	10		
Procedures			

Close New phase Edit Copy

Work cards generated from the fault notice and from the calendar maintenance plans end up to the work schedule. *This work card is one example of a work card content.*

Work card content consist from Notice area, Report area and from work card's extra datas. At first is the notice area which consist of the basic information about the work like the machine linked and time information about planning dates. From dates work can start and work can end are those which place the work card to the gantt views and will be updated when the work card is moved or length changed at gantt views.

The report area is for reporting the work. When making the work card settings it is good to remember to place report related fields on the report area to make reporting easy as possible. Work card settings are managed in Settings: Work card settings and Work card add settings. Work card mandatory fields are managed in Work card mandatory fields and Work card add mandatory fields.

Grey fields after basic data are extra data for a work card. Here it is possible to add materials and document to the work card in edit mode.

From Edit button you can change the work card to the edit mode. In edit mode it is possible to report the work, change data or add materials and documents. In edit mode it is possible to delete the work card with Delete button in case user rights allows it. Deleting a work card does not delete the work card data from the database.

↑ Materials - 0

↑ Measurements - 0

↑ Documents - 0

↑ Machine docs - 0

↑ Maintenance documents - 0

Work card - edit mode

Report

Work status	Noticed
Work type	WR - Work Request
Worker group	
Worker	x Arrow Administrator
Work ended	
Work hours	10
Procedures	

Save Remove Cancel

Materials - 0

Spareparts Only machine materials

Wild spareparts

Amount

Type

Memo

Value

Add sparepart

Documents - 0

Document Browse... No file selected.

Link to document

Description

Add

Sulje Uusi vaihe Muokkaa Kopioi

↓ Materiaalit - 1

Nimi	Määrä
ARR01009 / SPHERICAL ROLLER BEARING /	1

In edit mode it is possible to edit the work card data and delete one in case needed. These user rights are defined in user right group in person settings. It is also possible to give only view rights to work schedule when user don't have access to edit mode.

Work card settings are managed in Settings: Work card settings and Work card add settings. Work card mandatory fields are managed in Settings: Work card mandatory fields and Work card add mandatory fields. Mandatory fields at work card are marked with *symptom after a field.

When reporting a work card it must be in edit mode. Clicking the **Materials** opens the access to add either **Spareparts** from the spare part registry or **Wild spareparts** as what ever costs to work included. By writing a sparepart data to spareparts field it will search sparepart data from the sparepart registry. Choose sparepart and give extra info like amount of value in case needed and **Add sparepart**. After adding the spare part(s) save the work card. In case the warehouse module is active you can make a warehouse take or return action for the linked spare part.


With **Wild spareparts** funtion it is possible to add external material or work cost out of spare part registry to the work card. Add wild sparepart to the text field, choose and **Add sparepart** after giving the needed information.

In edit mode it is possible to add **Documents**. From browse you can add documents from the files and give a description for a document and **Add**. After adding a document save the work card. Documents added to the work card will be linked also to the machine card linked to the work card.

Suppliers' registry

Contacts Found: 6

 
20 

	Name	Address 1	Post no	City	Country	Phone	Email	Information	Roles
	ARROW Engineering Oy	Lutakonaukio 7	40100	Jyväskylä	FINLAND				Supplier / Manufacturer

Supplier

Name:

Street 1:

Post no:

City:

Country:

Phone:

WWW:

Email:

Information:

Roles - 2

- Supplier
- Manufacturer

In suppliers' registry you can manage supplier and manufacturer data linked to machines and spareparts. Roles can be **Supplier** or **Manufacturer** or both. Supplier card must be added to the system before you can select it on a machine/sparepart card. This supplier card view is one example.

Add new Supplier from the + button at the top right corner. Like in other views * symptom informs about a mandatory field. Supplier view and mandatory fields are managed in Settings: Supplier settings.

In edit mode it is possible to edit supplier card data, add supplier contacts or delete a supplier card.

Use the pencil button in the beginning of the row to open an existing supplier card.

Supplier - Add contact

Name:

Phone 1:

Phone 2:

Email:

Information:






Spare part registry

In sparepart registry it is possible to manage sparepart data. In case the warehouse option is active you can use also only the warehouse view.

Adding a new spare part is done from the + button at the top right corner of the registry. From **Search next** to add function you can use sparepart registry search functions. **Print** opens printing functions for bar codes and csv prints. Use the pencil button in the beginning of the row to open an existing sparepart card.

Spare parts Found: 5

20 

	Code	Name	Type	Group	Itemgroup	Total amount	Shelf location	Memo
	ILE9001701	BLADE	ValPoly5*75*7330	RAXZ951400		10		
	ILE9001726	BLADE	ValDual 516*100*7330	RAXZ951400		0		
	ILEV000361	LOADING HOSE	L=7630, EPDM BLACK	RAXZ951400		0		
	ILEV000363	BLADE HOLDER LITECOMPACT H	L=7510	RAXZ951400		0		
	ILEV000364	SUPPORT PLATE	CF 2,8x50x7510	RAXZ951400		0		

Spare part card

Spare part - ILEV000363



Code	ILEV000363	Storage location	RAUZ951364
Name	BLADE HOLDER LITECOMPACT H	Shelf location	
Type	L=7510	Unit	PCE
Group	RAXZ951400	Total amount	0
Itemgroup		Alarm limit	1
Manufacturer		Price	0
Supplier			
Memo			

Edit Close Copy

Like a machine card the spare part card includes basic data and extra data areas. In spare part basic data area you can give for example spare part code, name etc for the spare part. In grey fields below the basic data area you will find extra data about the spare part. The spare part view varies in case what options are active in Novi and this is one example of the spare part view.

Edit opens the spare part card in edit mode in case the user rights allows it. In edit mode you can change spare part data, add documents and machine links or delete spare part in case the user rights allows it. With **Copy** function it is possible to make a copy from an existing spare part data for a new spare part.

Spare part view and mandatory fields are managed in Settings: Spare part settings. Group, itemgroup, storage location and unit drop down lists are managed in Settings: Spare part types

In case the warehouse option is active you can make warehouse actions in a sparepart card.

Take Return
Arrive Invent
Change value Transfer

↑ Warehouses - 1

↑ Machines - 2

↑ Documents - 0

↑ Work cards - 0

Warehouse

In warehouse are viewed those spare parts which are linked to some of warehouses defined in the database. Warehouse function is an extra module to Novi. In warehouse view it is possible to make warehouse actions **Take** and **Arrive** for a spare part.

It is possible to add a new spare part with warehouse link from + button at the top right corner of the warehouse view. Spare part added in the warehouse will be shown also in the spare part registry. From the **Print** button you can open printing functions : bar code print, QR code print and invent list. Notice that printing will do print to all spare parts listed at time on the view. Spare part specific print to last these prints can be done from the warehouse specific print button at the spare part card.

With **Warehouse** selection you can limit the viewed spare parts linked to specific warehouse.

Warehouses - 1

Name	Amount
Warehouse 1	2

- Spare part sticker with barcode
- Spare part sticker with QR-code
- Inventory cards - 0

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Welcome Arrow Administrator Logout

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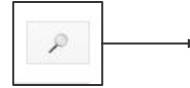
Warehouse Warehouse logs

Warehouse Found: 191

Warehouse: * Search: [] 100

Code	Name	Type	Group	Itemgroup	Total amount	Shelf location	Memo
RAUH314214	MAIN ASSEMBLY, PRESS SECTION				2		
RAUH314227	1ST PRESS		RAUH314214		0		
RAUH316570	GUARD WALL ASSEMBLY		RAUH314214		0		
RAUH317149	HDPE COVER		RAUH314214	HDPE	1		
RAUH317150	T-BAR		RAUH314214	FIBERGLASS	0		
RAUH317127	RUN-OUT DOLLY		RAUH314214		0		

Search functions



Search functions are found in all registries and from work schedule. Search functions work more or less the same in every views. At the top is the overall search. This search engine search input text from the cards of the functionality on view. In case the overall search is used without any input it will search all data from the functionality. This might give longer response time for a search because for example to bring the whole work card data from database might take time in case the work card amount is big.

To quick search is possible to define searches which are there for user to help in daily usage. There quick searches are based on SQL clauses and are linked to quick search person group. Quick searches can be given in use to person with a quick search group at person settings. All quick searches are defined to database by a system vendor.

Advanced search is a search engine where you can limit the search by the fields used in a card of the functionality. It is possible to save a default search by the user to each functionality like to work shedule, spare part or machine registry. Last saved search for a user will be shown first after log in to the system. To define a default search: **Clear** all limitation from the advanced search and add the limitations by fields in use. After making search limitation save the search from the **Save** button. Last saved advanced search will be the default search as long it is saved over. You may use the advanced search during the log in session how ever wanted and in case need to get back to last saved default search use button **Reset** to activate it. Notice that for the advanced search engine there is own **Search** button.

Last done search is active in each functionality during the log in session if you change a functionality from one to other and back.

Search

Quick search
Advanced search

Code

Product number

Shelf location

Order number

Alert limit

Value

Amount

Memo

Name

Warranty expired
-
Supplier

Manufacturer

Group

Itemgroup

Storage location

Unit

Settings

- [Machine register settings \(table\)](#)
- [Spare parts register settings \(table\)](#)
- [Work Schedule settings \(table\)](#)
- [Supplier register settings \(table\)](#)
- [Work Card phase settings \(table\)](#)
- [Machine's Spare parts settings \(table\)](#)
- [Spare parts' machine settings \(table\)](#)
- [Spare part warehouse settings \(grid\)](#)
- [Warehouse log settings \(table\)](#)

- [Persons](#)
- [Machine levels](#)
- [Machine types](#)
- [Machine type settings](#)
- [Work card worktype settings](#)
- [Spare part types](#)
- [Supplier details](#)
- [Machine details](#)
- [Hour card details](#)

- [Work card settings](#)
- [Work card phase settings](#)
- [Work card add settings](#)
- [Machine settings](#)
- [Spare part settings](#)
- [Supplier settings](#)
- [New Fault Notice settings](#)

- [Work card mandatory fields](#)
- [Work card add mandatory fields](#)
- [Work card phase mandatory fields](#)
- [Measurements](#)
- [Measurement export](#)

In the settings you can manage needed specifications to user interface.

Table settings are the table views for example to machine, supplier and spare part registry and for the work schedule's work list view. These table settings are user specific. These table settings define what user will see on the table views. Table views are specified during the project but can be managed also later on. Table settings are defined with same default set up to each user at the implementation phase. Later on if there is need to change table settings by a user it is possible to give user rights to these table settings to **Profile** in the person setting management.

Persons and list settings. User rights and person settings are managed in **Persons** view. **Machine levels** is for managing the machine levels at machine hierarchy. In **Machine types** you can manage machine type list used in a machine card and with **Machine type settings** to give machine type extra data headers. Actual machine type extra data is filled by a machine in a machine card after the type has been selected. In the **Work card worktype settings** you can manage drop down lists of the work card like Work type, Fault type, Fault reason etc.

In the third section is to manage all card settings. Here you can manage for example fault notice, work card/work card add settings. Also mandatory fields can be set here to cards except to work cards and to work card add.

Work card mandatory fields can be defined by the work type and work status here in **Work card mandatory fields settings** and **Work card add mandatory fields settings**

Person and user group setting tools



- [Persons](#)
- [Machine levels](#)
- [Machine types](#)
- [Machine type settings](#)
- [Work card worktype settings](#)
- [Work card phase worktype settings](#)
- [Spare part types](#)
- [Supplier details](#)
- [Machine details](#)
- [Hour card details](#)
- [Purchase order details](#)



- Copy person settings
- User group edit
- User group settings
- Add user group
- Add person



People

Search Show only from current factory

- People
- Admin
 - Last name First name 1
 - Last name First name 2
 - Last name First name 3
 - Last name First name 4
 - Last name First name 5
 - Last name First name 6
 - Last name First name 7

- Selected groups
-

- Possible groups
-

Save chosen groups

Add new person

NOVI

Welcome Admin Logout

Main menu New Fault Notice Work Schedule Maintenance Machines Suppliers Spare parts Settings Operator maintenance Warehouse Reports Purchases

People

Search Show only from current factory

People

- Admin
- Last name First name 1
- Last name First name 2
- Last name First name 3
- Last name First name 4
- Last name First name 5
- Last name First name 6
- Last name First name 7

Selected groups

Possible groups

Save chosen groups

Add new person. Give name, ID and password and save

Person

Name

id

Password

How to add user groups for new person

- Deactivate Show only from current factory to manage all persons added to database. Choose new added person and select all needed person groups from table Possible groups to Selected groups. Take in account that Worker and Orderer groups only specifies person to Worker/Orderer drop down lists in work card. Do not use those groups to define any access rights
- Save chosen groups to add needed user groups for person at current factory environment. You can now active Show only from current factory to list all persons who have some user group defined to current factory environment.

People



Search Show only from current factory

People

Admin
Last name First name 2
Last name First name 3
Last name First name 4
Last name First name 5
Last name First name 6
Last name First name 7

Selected groups

Quick search
MECHANIC USER RIGHTS
Workers
Orderers
WG MECHANICAL MAINT

Possible groups

Admin
LOCAL MAINT USER RIGHTS
OPERATOR USER RIGHTS
SUPERVISOR USER RIGHTS
WG AUTOMATION MAINT
Work card link

Person settings

Person settings

- Copy person settings (grid views) from some of the existing person
- Choose from who to who copy will be done, use Copy and close window
- For a new person it is preferred to copy all settings
- Person settings between users can be copied here also later if needed

- If need to change or update person's name, ID or password main user can update and save person settings here

- If needed you may deactivate person from current factory's person list
 - Add for example NON ACTIVE after person's name and update password to ensure that person can not sign in anymore and save person info. Select all groups from Selected groups table to Possible groups table and save chosen groups.
 - Now the person will not be active in factory's people list but the worker and orderer history are hold
 - Person/user can be activated later again

Copy user settings

Admin ▾ -> Last name First name ▾
All ▾ Copy

W NOVI

Welcome Admin Logout

Main menu New Fault Notice Work Schedule Maintenance Machines Suppliers Spare parts Settings Operator maintenance Warehouse Reports Purchases

People

Search Show only from current factory

People

- Admin
- Last name First name
- Last name First name 2
- Last name First name 3
- Last name First name 4
- Last name First name 5
- Last name First name 6
- Last name First name 7

Selected groups

- Workers
- Orders
- MECHANIC USER RIGHTS
- Quick search
- WG MECHANICAL MAINT

Possible groups

- Admin
- LOCAL MAIN USER RIGHTS
- OPERATOR USER RIGHTS
- SUPERVISOR USER RIGHTS
- WG AUTOMATION MAINT
- Work card link

Person settings

Name Last name First name

Password

Id userid

Save person info Delete

Save chosen groups

Add new user group

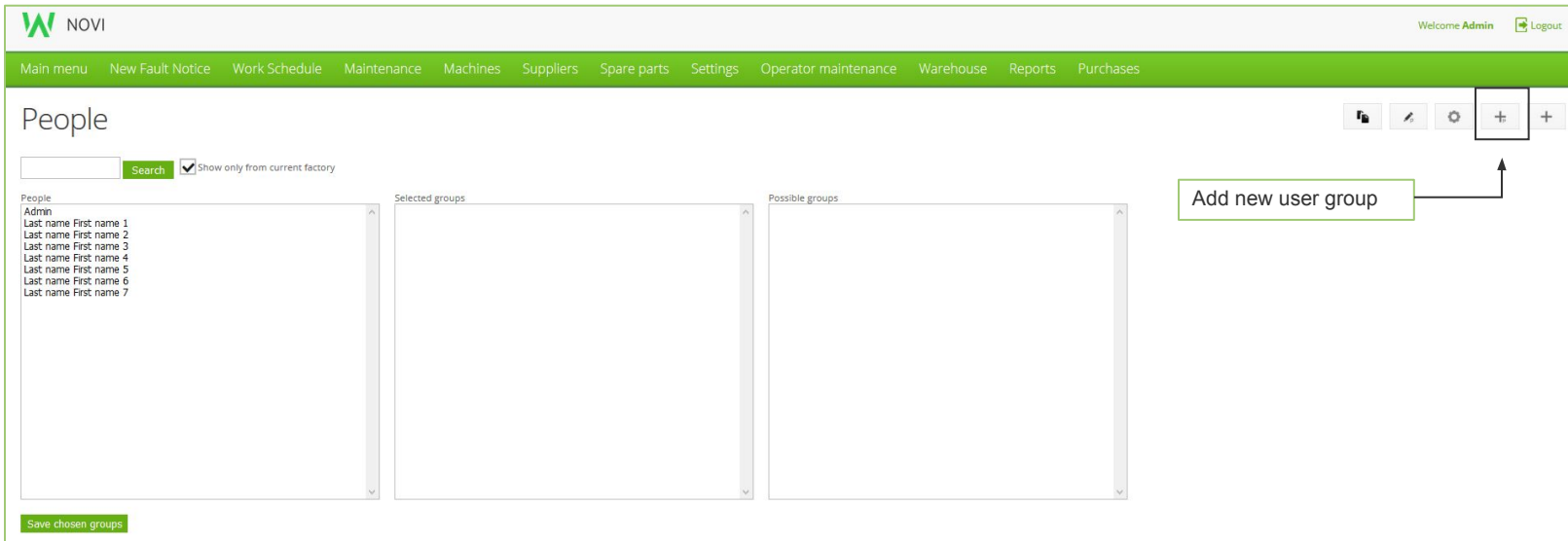
- Add new user group in case needed
- If the new user group will be used as a worker group select Worker group and save
- The policy of user group naming should be decided to ensure which user groups are defined as user right groups / worker groups
- Guideline is that worker groups and user right groups are kept separate



Usergroup

Name: WG AUTOMATION MAINT Worker group

Save Cancel



NOVI

Welcome Admin Logout

Main menu New Fault Notice Work Schedule Maintenance Machines Suppliers Spare parts Settings Operator maintenance Warehouse Reports Purchases

People

Search Show only from current factory

People Selected groups Possible groups

Admin
Last name First name 1
Last name First name 2
Last name First name 3
Last name First name 4
Last name First name 5
Last name First name 6
Last name First name 7

Save chosen groups

Add new user group

Edit user groups

- In user group edit menu you may edit user group names or delete user groups not needed
- Worker group might be used as conditions in quick searches' or reports' SQL clauses so renaming could cause an error to mentioned functions

Usergroup

OPERATOR USER RIGHTS

* Name OPERATOR USER RIGHTS Worker group

Save Remove Cancel

NOVI

Welcome Admin Logout

Main menu New Fault Notice Work Schedule Maintenance Machines Suppliers Spare parts Settings Operator maintenance Warehouse Reports Purchases

People

Search Show only from current factory

People

Admin
Last name First name 1
Last name First name 2
Last name First name 3
Last name First name 4
Last name First name 5
Last name First name 6
Last name First name 7

Selected groups

Possible groups

Save chosen groups

Edit user group

User group settings

- Access rights to user interface are managed in User group settings menu
- Define group by group what access rights user group should have to user interface. Save button in the end of the list
- It is preferred that user interface access rights are defined only to user right groups. For example if any access rights are defined to Orderer group those access rights are allowed to all who are linked to group Orderer

User group settings

MECHANIC USER RIGHTS

- Machines
 - View
 - Edit
 - Delete
- Spare parts
 - View
 - Edit
 - Delete
- Suppliers
 - View
 - Edit
 - Delete
- Admin
 - View
 - Edit
 - Machine groups
 - Machine levels
 - Machine types
 - Machine registry settings
- Work schedule
 - View
 - Edit
 - Delete
 - Grid
 - Month
 - Gantt
 - People
 - PeoplePhase
 - PeoplePhases

NOVI

Welcome Admin Logout

Main menu New Fault Notice Work Schedule Maintenance Machines Suppliers Spare parts Settings Operator maintenance Warehouse Reports Purchases

People

Search Show only from current factory

People	Selected groups	Possible groups
Admin Last name First name 1 Last name First name 2 Last name First name 3 Last name First name 4 Last name First name 5 Last name First name 6 Last name First name 7		

Save chosen groups

User group settings

Maintenance module

 New Fault Notice

 Work Schedule

 Maintenance


 Machines

 Suppliers

 Spare parts

 Settings

 Profile

 Operator maintenance

 Reports

 Warehouse

 Purchases

Upper maintenance levels

The upper maintenance level is only a description for the entirety of maintenance plans what are defined under the level. Name does not effect to maintenance plans. Upper levels are here to make a hierarchy for maintenance plans and help to manage maintenance plans.

Divisioning can be made for example by machine types or by the process/machine hierarchy



NOVI

Logout

Main menu New Fault Notice Work Schedule Maintenance Machines Suppliers Spare parts Settings Operator maintenance Reports Warehouse Purchases

Calendar maintenance Operator maintenances Route maintenances

Maintenance



Upper maintenance level

* ✎ Packing line's maintenances

* ✎ Pumps' maintenances




+

Add new upper maintenance level by giving the level name and save from the + button next the name field. The existing level can be managed from the pen button beside the name.



Maintenance names

Maintenance

Upper maintenance level

-   Packing line's maintenances
-   Pumps' maintenances

Maintenance

Maintenance name
  Centrifugal pumps' maintenances
  Sundyne pumps' maintenances
+ <input type="text"/>
+ <input type="text"/>







From upper level maintenance you find all included maintenance levels. In this example pump maintenances are divided to different pump types

Add new maintenance level by giving the maintenance name and saving from + button next the name.

You may manage an existing maintenance name from the pen button beside the name.

Save Delete Cancel

Maintenance

Maintenance name
    Centrifugal pumps' mainte
  Sundyne pumps' maintenances
+ <input type="text"/>

Maintenance part

Adding a new maintenance plan

- **Maintenance part no**, no specified logic needed for numbering, number can be used in work schedule's advanced search
- **Info**, description to work card generated
- **Machine halt**, in case machine need to be shut down due the maintenance activate this option
- **Work card count**, count preferred to be 1 so maintenance plan will generate one work card at time
- **Urgency**, choose reasonable option from the list
- **Transfer** if option is activated next generation with specified interval will be done after the last open work card is reported ready. If this option is non active maintenance plan will count interval to work cards based on the first generation date
- **Orderer**, non mandatory, person who order maintenance plan. List of persons who are linked to Orderer person group
- **Workers**, non mandatory, worker can be selected if the worker is always same, worker can be placed later on generated work cards
- **Worker group**, non mandatory worker group can be selected if those are in use
- **Work type**, select from the list
- **Hour estimate**, non mandatory, you can give estimation of
- **Measurements**, in case measurements are in use you can add needed measurement template(s) for maintenance
- **Generated**, information how many generated work cards exists in work schedule from this maintenance plan

After adding needed information save maintenance from the + button next to maintenance part no

You can manage existing maintenance plans by activating row from the pencil button. Changes to maintenance plan will come active after the next generation of maintenance plan

The screenshot shows the NOVI Maintenance interface. At the top, there's a navigation bar with 'Main menu', 'New Fault Notice', 'Work Schedule', 'Maintenance', 'Machines', 'Suppliers', and 'Spare parts'. Below this, there are tabs for 'Calendar maintenance', 'Operator maintenances', and 'Route maintenances'. The main content area is titled 'Maintenance' and has a sub-section 'Upper maintenance level' with options for 'Packing line's maintenances' and 'Pumps' maintenances'. Under 'Pumps' maintenances', there are 'Centrifugal pumps' maintenances and 'Sundyne pumps' maintenances. A table titled 'Maintenance part' is shown at the bottom, with columns for 'M', 'P', 'D', 'Maintenance part no', 'Info', 'Machine halt', 'Work card count', 'Urgency', 'Transfer', 'Orderer', 'Workers', 'Worker group', 'Work type', 'Hour estimate', 'Measurements', and 'Generated'. The table contains three rows: 'Sundyne pump oil change', 'Sundyne pump preventive maintenance', and a new row with a '+' button next to the 'Maintenance part no' field. Below the table, there are two more '+' buttons for adding new rows.

M	P	D	Maintenance part no	Info	Machine halt	Work card count	Urgency	Transfer	Orderer	Workers	Worker group	Work type	Hour estimate	Measurements	Generated
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	Sundyne pump oil change	<input type="checkbox"/>	1	3.	<input type="checkbox"/>	Admin			Preventive maintenance			<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2	Sundyne pump preventive maintenance	<input checked="" type="checkbox"/>	1	4.	<input checked="" type="checkbox"/>	Admin			Preventive maintenance			<input type="checkbox"/>
			+	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	1.	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Preventive maintenance	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Maintenance plan - Documents

You can add documents to maintenance plan from D column's + button. Add document give description and save from Add document. NOTE Documents added to machine card are linked always to work cards which are generated to machine so you can manage machine related maintenance documents also in machine card

Maintenance part																
M	P	D		Maintenance part no	Info	Machine halt	Work card count	Urgency	Transfer	Orderer	Workers	Worker group	Work type	Hour estimate	Measurements	Generated
				1	Sundyne pump oil change	<input type="checkbox"/>	1	3.	<input type="checkbox"/>	Admin			Preventive maintenance			
				2	Sundyne pump preventive maintenance	<input checked="" type="checkbox"/>	1	4.	<input checked="" type="checkbox"/>	Admin			Preventive maintenance			

Documents													
Document name		Document description											
Add document													
+													

Document addition

Document No file selected.

Link to document

Description

Maintenance plan – Operations

You can manage maintenance plan operations from T column's + button

- **Order no**, numbering can be for example 1,2,3 or 10,20,30. By numbering you can define the order of tasks
- **Operation**, heading for operation, is shown in the work card as a phase
- **Instructions**, you can add more detailed instructions for the operation, is shown in the work card phase next to operation.
- **Workers**, can be defined non mandatory
- **Duration**, can be defined non mandatory
- **Hour estimation**, can be defined non mandatory voidaan antaa tarvittaessa
- **Add new operation from + button next to order no**. The existing operation can be managed from the pencil button next to order no

Maintenance part

M	P	D	Maintenance part no	Info	Machine halt	Work card count	Urgency	Transfer	Orderer	Workers	Worker group	Work type	Hour estimate	Measurements	Generated
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	Sundyne pump oil change	<input type="checkbox"/>	1	3.	<input type="checkbox"/>	Admin			Preventive maintenance			<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2	Sundyne pump preventive maintenance	<input checked="" type="checkbox"/>	1	4.	<input checked="" type="checkbox"/>	Admin			Preventive maintenance			<input type="checkbox"/>

Operations															
Order no	Operation	Instructions	Workers	Duration	Hour estimate										
<input type="checkbox"/>	<input type="checkbox"/>	10	Work task	Detailed instructions		1 hours									
<input type="checkbox"/>	<input type="checkbox"/>	20	Work task	Detailed instructions		1 hours									
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1 hours	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Maintenance plan – spare parts

You can add spare part to maintenance plan's operation(s) from the + button

- **Spare part name** field is a search function to the spare part register, search needed spare part
- **Amount**, how many units needed
- **Unit**, you can give unit (pc, m, l, set, etc...)
- **Memo1**, you can give extra information about the spare part or usage
- **Add spare part link from the + button next to spare part name**
- **You can also add one operation for maintenance plan where to link all spare parts needed**

Maintenance part

M	P	D	Maintenance part no	Info	Machine halt	Work card count	Urgency	Transfer	Orderer	Workers	Worker group	Work type	Hour estimate	Measurements	Generated
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	Sundyne pump oil change	<input type="checkbox"/>	1	3.	<input type="checkbox"/>	Admin			Preventive maintenance			<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2	Sundyne pump preventive maintenance	<input checked="" type="checkbox"/>	1	4.	<input checked="" type="checkbox"/>	Admin			Preventive maintenance			<input type="checkbox"/>

Operations

Order no	Operation	Instructions	Workers	Duration	Hour estimate
10	Work task	Detailed instructions		1 hours	



Materials

Spare name	Amount	Unit	Memo
Bearing NU1234	1		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>









20	Work task	Detailed instructions		1 hours	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="1 hours"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="1."/>	<input type="text" value="Preventive maintenance"/>

Maintenance plan – add machine and generate




You can add a machine to use the maintenance plan from L column's + button

- **Machine code** field will open machine registry to add a machine
- **Interval**, frequency for the maintenance plan, in which frequency the maintenance plan should be accomplished for the machine selected
- **Duration**, duration for the work, will effect to work card's bar length in calendar views
- **Next generation**, place a date where the maintenance plan for the machine will be scheduled for the first time
- **Description**, non mandatory you can give short description
- **Generated**, informs how many generated work card does exist in the work schedule. In case you have all needed information in maintenance plan you can generate maintenance plan to machine by clicking , number will change to , which inform that you have now one open maintenance plan work card in the system.
- **Generation end date** (additional feature)
- **RTM group**, (additional RTM maintenance feature)
- **Last generated work card**, informs the last generated open work card code and planned date
- **Last finished work card**, informs the last finished work card from the plan
- **One-time job**, This is a feature to generate one individual work card to the work schedule. You may use this feature in case the work is not based in a regular interval but content is always the same. NOTE! Work card count must be 0 so when reporting the work card ready maintenance plan will not generate the next work card automatically. In Next generation you must give the date for one-time job and this need to be done everytime before using the one-time job generation. It is reasonable to add these one-time plans under own hierarchy.
- **Update procedures**, if done you can update changes in procedures to all generated / open work cards
- **You can add all machines to use the same maintenance plan if you can perform the maintenance with the same content: procedures and spare parts**









Maintenance part

M	P	D	Maintenance part no	Info	Machine halt	Work card count	Urgency	Transfer	Orderer	Workers	Worker group	Work type	Hour estimate	Measurements	Generated
			1	Sundyne pump oil change	<input type="checkbox"/>	1	3.	<input type="checkbox"/>	Admin			Preventive maintenance			
			2	Sundyne pump preventive maintenance	<input checked="" type="checkbox"/>	1	4.	<input checked="" type="checkbox"/>	Admin			Preventive maintenance			




Machines

Machine code	Name	Interval	Duration	Next generation	Description	Generated	Generation end date	RTM group	Last generated work card	Last finished work card	One-time job	Update procedures
 SP 001	Pump 1	5 years	24 hours	26/04/2019 16:14:00							<input type="checkbox"/>	<input type="checkbox"/>
	<input type="text"/>	<input type="text" value="1 hours"/>	<input type="text" value="1 hours"/>	<input type="text"/>	<input type="text"/>			<input type="text"/>			<input type="checkbox"/>	<input type="checkbox"/>

Maintenance part

M	P	D	Maintenance part no	Info	Machine halt	Work card count	Urgency	Transfer	Orderer	Workers	Worker group	Work type	Hour estimate	Measurements	Generated
			1	Sundyne pump oil change	<input type="checkbox"/>	1	3.	<input type="checkbox"/>	Admin			Preventive maintenance			
			2	Sundyne pump preventive maintenance	<input checked="" type="checkbox"/>	1	4.	<input checked="" type="checkbox"/>	Admin			Preventive maintenance			

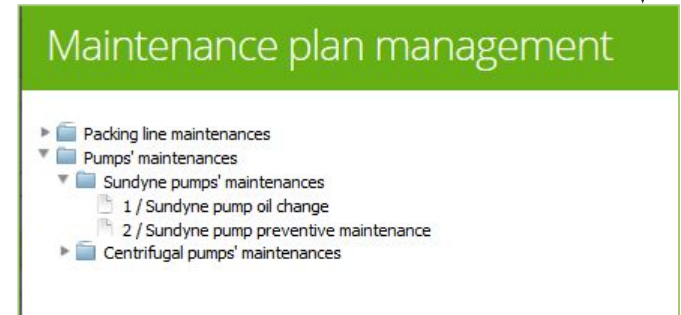
Machines

Machine code	Name	Interval	Duration	Next generation	Description	Generated	Generation end date	RTM group	Last generated work card	Last finished work card	One-time job	Update procedures
 SP 001	Pump 1	5 years	24 hours	26/04/2024 16:14:00					122 / 26/04/2019 16:14:00		<input type="checkbox"/>	<input type="checkbox"/>
	<input type="text"/>	<input type="text" value="1 hours"/>	<input type="text" value="1 hours"/>	<input type="text"/>	<input type="text"/>			<input type="text"/>			<input type="checkbox"/>	<input type="checkbox"/>

Maintenance plan management



In right top corner of the maintenance plan view you can find a maintenance plan management tool. Here it is for example possible to move folder or maintenance plan from place to another by drag and drop. You can copy an existing maintenance plan and use it as a foundation for a new maintenance plan. After copying a maintenance part you need to change the machine linked and update the generation date for a new machine.



Maintenance module

 New Fault Notice

 Work Schedule

 Maintenance


 Machines

 Suppliers

 Spare parts

 Settings

 Profile

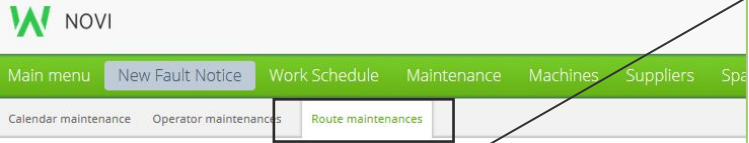
 Operator maintenance

 Reports

 Warehouse

 Purchases

Route maintenances



Route maintenance level name is a description for the entirety of route maintenance plans what are managed under the level. Name does not effect to route maintenance plans. Route maintenance levels are here to make a hierarchy and help to manage route maintenance plans.

Divisioning can be made for example by work entirety or by the process/factory hierarchy.

Route maintenances



Add new route maintenance level by giving the level name and save from the + button next the name field. The existing level can be managed from the pen button next the name.

New route maintenance

Under the route maintenance level you find all route maintenance plans by clicking + button next to route maintenance level name

- **Row number**, you can put route maintenance plans in order by numbering
- **Name**, description for route maintenance work card
- **Worker**, non mandatory can be chosen if worker(s) always the same. Workers can be defined later in the work card
- **Orderer**, non mandatory, person who order maintenance plan. List of persons who are linked to Orderer person group
- **Work type**, select from the list
- **Urgency**, choose reasonable option from the list
- **Work card count**, count preferred to be 1 so maintenance plan will generate one work card at time
- **Interval**, frequency for the maintenance plan, in which frequency the maintenance plan should be accomplished for the machine selected
- **Duration**, duration for the work, will effect to work card's bar length in calendar views
- **Next generation**, place a date where the route maintenance plan will be scheduled for the first time
- **Transfer** if option is activated next generation with specified interval will be done after the last open route maintenance work card is reported ready. If this option is non active maintenance plan will count interval to work cards based on the first generation date
- **Worker group**, non mandatory worker group can be selected if those are in use
- **Generated**, information how many generated work cards exists in work schedule from this route maintenance plan
- **Next generated open route maintenance**, information about the last generated route maintenance work card at the schedule

After adding needed information to route maintenance plan save row from the + button next to row

You can manage existing route maintenance plans by activating row from the pencil button next to row number. Changes to route maintenance plan will come active after the next generation of route maintenance plan

W NOVI

Main menu New Fault Notice Work Schedule Maintenance Machines Suppliers Spare parts Settings Operator maintenance Reports Warehouse

Calendar maintenance Operator maintenances Route maintenances

Route maintenances

Route maintenance levels

- Factory 1 route maintenances
- Lubrication route maintenances

P	D	Row number	Name	Worker	Orderer	Work type	Urgency	Work card count	Interval	Duration	Next generation	Transfer	Worker group	Generated	Next generated open route maintenance
		10	3 months' lubrication route		Admin	Preventive maintenance	4	1	3 months	5 hours	02/05/2019 07:00:00	<input checked="" type="checkbox"/>			
						Preventive maintenance			1 hours	1 hours		<input type="checkbox"/>			

Route maintenance – route maintenance points

Route maintenance points are managed under T column's + button

- **Row numer**, numbering makes the order for route points on the work card fro example 10,20,30
- **Machine**, field will open machine registry to add a machine as a route point
- **Task**, description of tasks need to be done at the route maintenance point
- **Create work card**, after reporting the route maintenance work card ready the machine will have work card in the history with status ready if the option activated
- **Hour estimate**, you can give our estimation for each seperate route point and this will be as a "default" hours for point in the route maintenance work card. Hours can be changed during the reporting

You can save the route maintenance point from the + button next the row number and add all points needef for the same route maintenance. These route maintenance point(s) can be added also later if the route need to be changed. By row numbering you can fix the order.

You can manage the existing route point(s) from the pencil button next the row number



Main menu New Fault Notice Work Schedule Maintenance Machines Suppliers Spare parts Settings Operate

Calendar maintenance Operator maintenances Route maintenances

Route maintenances

Route maintenance levels

- Factory 1 route maintenances
- Lubrication route maintenances

Route maintenances

P	D	Row number	Name	Worker	Orderer	Work type	Urgency	Work card count	Interval	Duration	Next generation	Transfer	Worker group	Generated	Next generated	open route	
		10	3 months' lubrication route		Admin	Preventive maintenance	4	1	3 months	5 hours	02/05/2019 07:00:00	<input checked="" type="checkbox"/>					
Route maintenance points																	
		Row number	Machine	Task												Create work card	Hour estimate
		10	GGM-9883A / Pelletizer's electric motor	NDE-bearingl 20g, DE-bearing 20g; LGHP 2 or similar grease												<input checked="" type="checkbox"/>	0,1
		20	GGM-9883B / Pelletizer's electric motor	NDE-bearingl 20g, DE-bearing 20g; LGHP 2 or similar grease												<input checked="" type="checkbox"/>	0,1
		30	FF-9801A / Centrifugal dryer	NDE-bearingl 20g, DE-bearing 20g; LGHP 2 or similar grease												<input checked="" type="checkbox"/>	0,1
		40	FF-9801B / Centrifugal dryer	NDE-bearingl 20g, DE-bearing 20g; LGHP 2 or similar grease												<input checked="" type="checkbox"/>	0,1
		+ []	[]	[]												<input type="checkbox"/>	[]
		+ []	[]	[]	[]	[]	Preventive maintenance	1	[]	1 hours	1 hours	[]	<input type="checkbox"/>	[]	[]	[]	
		+ []	[]	[]												[]	[]

Route maintenance – generation

When you have added all the needed information for a route maintenance plan you can generate the plan by clicking the **1.** and it will be changed to **2.** and this informs that one of this route maintenance plan is generated to the work schedule.




If any changes are done to route maintenance plan those changes will be active after next generation action. If you want to have the change to open route maintenance work card(s) you need to delete the last open route maintenance work card from the schedule to stop the generation. Make changes to the route maintenance plan and generate the plan with changes to the work schedule again.

Route maintenances

Route maintenance levels

-  Factory 1 route maintenances
-   Lubrication route maintenances

Route maintenances

P	D	Row number	Name	Worker	Orderer	Work type	Urgency	Work card count	Interval	Duration	Next generation	Transfer	Worker group	Generated	Next-generated open route ma
		10	3 months' lubrication route		Admin	Preventive maintenance	4.	1	3 months	5 hours	02/08/2019 07:00:00	<input checked="" type="checkbox"/>			
		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Preventive maintenance	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		<input type="text"/>													

Route maintenance work card

The route maintenance work card diverges from a normal work card by its functionality. The route work card itself will not be saved after it has been reported ready it will generate a new route maintenance work card with defined interval to the future. In case Create work has been selected in the route maintenance plan for a route point system will save a work card for a machine with reported data.

The route maintenance work card code has always – character before code number

For the route maintenance work card it is not possible to take or link spare parts. This need to be take into account when planning route maintenances.

Work Schedule 02/05/2019 - 02/05/2019 : 1



20

Code	Machine	Urgency	Machine halt	Fault started	Work can start	Work status	Work type	Fault description	Maintenance part	Worker
-1050	GGM-9883A / Pelletizer's electric motor GGM-9883B / Pelletizer's electric motor FF-9801A / Centrifugal dryer FF-9801B / Centrifugal dryer	4.	No		02/05/2019 07:00:00	Noticed	Preventive maintenance	3 months' lubrication route		

Route maintenance work card - reporting

Route Maintenance



Worker(s)

Worker group

Row	Machine	Task	Comment	Work hours	Done date	Done	Skipped		
10	GGM-9883A / Pelletizer's electric motor	NDE-bearing: 20g, DE-bearing: 20g, LGHP 2 or similar grease		0.1	02/05/2019 09:51:53	<input type="checkbox"/>	<input type="checkbox"/>	Counters	Fault notice
20	GGM-9883B / Pelletizer's electric motor	NDE-bearing: 20g, DE-bearing: 20g, LGHP 2 or similar grease		0.1	02/05/2019 09:51:53	<input type="checkbox"/>	<input type="checkbox"/>	Counters	Fault notice
30	FF-9801A / Centrifugal dryer	NDE-bearing: 20g, DE-bearing: 20g, LGHP 2 or similar grease		0.1	02/05/2019 09:51:53	<input type="checkbox"/>	<input type="checkbox"/>	Counters	Fault notice
40	FF-9801B / Centrifugal dryer	NDE-bearing: 20g, DE-bearing: 20g, LGHP 2 or similar grease		0.1	02/05/2019 09:51:53	<input type="checkbox"/>	<input type="checkbox"/>	Counters	Fault notice

↑ Documents - 0

There are two mandatory field while reporting the route maintenance work card: Worker(s) and selection Done / Skipped

Worker, mandatory field select from the list

Worker group, non mandatory

Comment, you can add comments and those will be saved to the work card saved for the machine in case Create work has been selected in the route maintenance plan for a route point

Work hours, can be set already in the route maintenance planning but work hours can be updated while reporting

Done date time when reporting the route maintenance point

Done, when reporting done the system will save a work card with status ready for a machine with reported data in case Create work has been selected in the route maintenance plan for a route point

Skipped, as a default the system will save a work card with status canceled (status can be changed with a parameter) for a machine with reported data in case Create work has been selected in the route maintenance plan for a route point.

Counters, function in case a RTM option in use

Fault notice, you can add a fault notice to the route point's machine in case some deviation is noticed during the route. Fault notice will open a fault notice form with the machine link for reporting

It is not mandatory to report the route maintenance work card at once. In case not all route point has been reported with Done/Skipped the route work card will be saved like open work card as long as all route points are reported with Done or Skipped. After reporting Save the route maintenance work card.

After all route points are reported to Done or Skipped the system will generate a new route maintenance with defined interval in the future. In case the Transfer is activated on a route maintenance plan the interval will be counted from the date when the whole route maintenance card is reported ready.

To stop the route maintenance generation action you need to delete the last open work card from the route maintenance plan

Save Remove Cancel

THANK YOU!

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