



Brief user guide

The Maintenance Process



TRIPANKO



The Maintenance Time Plan

1. Click the **Maintenance Plan** Button



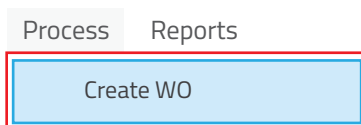
2. Tag the necessary filters and click the **Refresh** Button



3. Tag the **Standard Jobs** you wish to perform



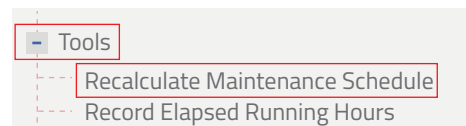
4. Choose **Process > Create WO**



5. Double Click on the WO and record your findings



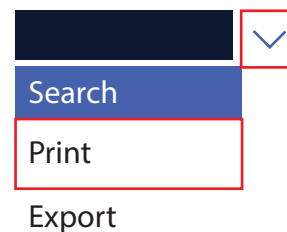
6. You can Recalculate: Choose **Tools > Recalculate Maintenance Schedule**



7. You can sort the different columns

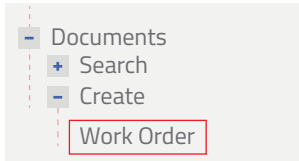


8. Print the list. Click the small triangle at the upper right corner of the list and choose **Print**

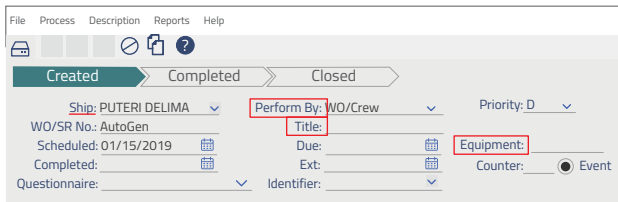


The Work Order Document

1. For Unplanned Maintenance, Create a **Work Order**



2. Connect **Equipment** and fill out the **Main Header**



Enter a **Description** of the work to be performed

3. Assign WO as **Failure**, if necessary, and record **Failure** Data on the Failure Tab: Failure mode and Equipment offline Date



Equipment Offline
 Date: 12/03/2020 Time: 00:00

Failure Mode: Contaminated

4. Assign the corresponding **corrective account** in the "Admin info tab".



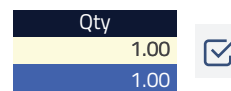
Account: 511000 Corrective Propulsion System

5. Connect **Materials Required**

Right click in the field of the Materials tab



6. Type in the quantity you want and click the **Select** Button



7. Assign manpower on the **Resources** Tab



8. Fill out the other tabs as necessary, then Save



9. Before completing the order, enter the Failure cause and Equipment back in service date. **Complete** the Work Order and click **Save**

Failure Cause: Corrosion

Completed: _____

Equipment Back in Service
 Date: 12/03/2020 Time: 00:00

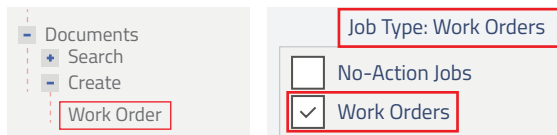


Recording preventive Maintenance

1. Open the **Work Order** from the **Maintenance Plan**



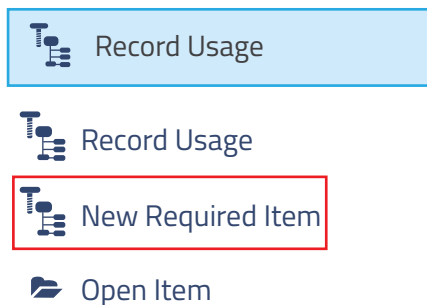
2. Or use one of the queries to find the Work Order



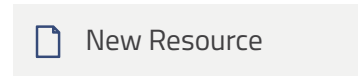
3. Enter **Findings**. **Attach** photos on the the "File Attachments" Tab



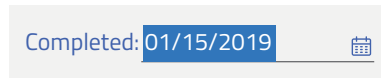
4. Right click to Record **Materials used**, or, enter the **Materials required** if necessary, to create a Requisition.



5. Right click to Record **Man hours**



6. **Complete** the Work Order by entering a date [This cannot be undone]

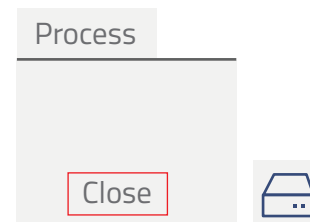


7. Enter the **counter reading** for counter based jobs

enter Counter Readings for the following Equipment/s as of Jan 15 00:00:00 SGT 2019]. This information is needed in order to scheduling. If you do not have the exact readings, provide your best estimate.

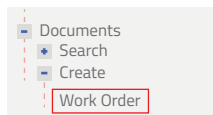
Machinery	Last Counter	Date	Counter Readi...
N2 Gen Air Compr...	70041	04/01/2018	70041

8. **Close** the Work Order and click **Save**



The Service Requisition

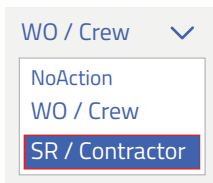
1. Create a **Work Order**



2. Connect **Equipment** and fill out the **Main Header**

Enter a **Description** of the work to be performed

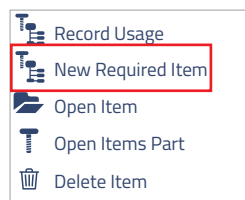
3. Change "Perform by" to **Service Requisition**



4. On the **Admin Info** tab, change the account code from materials to service. This is very important.

Account: 516004 | HVAC - Services

5. On the **Materials** Tab, connect Materials Required if any.



6. Type in the quantity you want and click **Select**

Qty	
1.00	<input checked="" type="checkbox"/>
1.00	

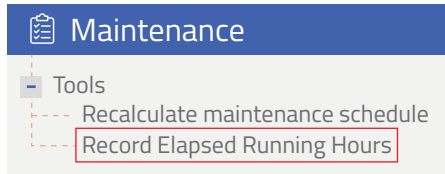
Fill out information in the other tabs as necessary

7. **Authorize** the Service Requisition, then **Save**



Running Hours

1. Go to the Navigator Maintenance menu click the **Tools > Record Elapsed Running Hours Button**



2. **Print** a list and go collect some numbers

Date	New Counter	
01/15/2019	Search	
01/15/2019	Print	
01/15/2019	Export	

3. Enter the **Date, New Counter** readings and **Save**

Last Counter	Last Date	New Counter	Date
70,041	01/15/2019	0	01/15/2019

4. To correct a counter, highlight the equipment and click the **Counter History** tab

Aft N2 Air Compressor

Counter History

5. Click **Delete Last** until you're at the last correct reading

Delete Last

Then Record Elapsed Running Hours as above

6. To reset a counter (without losing accumulated RH) highlight the equipment and click the **Reset** button

Aft N2 Air Compressor



7. Enter a new **Counter Reading** and **Date**, then **OK**

Counter Reading: As of:

Ok Help

Check and update Inventory

1. Go to **Inventory panel > Spares Storage Locations**

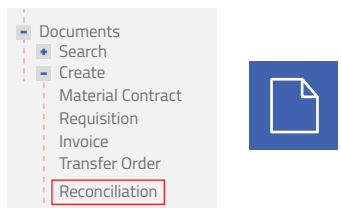


2. Highlight the storage location and click **Right Arrow icon**

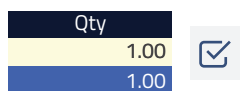


Print the list and check the inventory

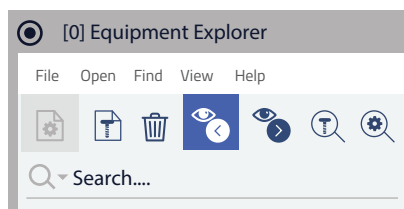
3. Go to **Documents > Reconciliations > New** and choose **via Location**



4. Update the quantity only of the items that are wrong, then click **Select**, choose a date and **Save**



5. To change a part's location, open the **Part Detail** from the Equipment Explorer



6. Go to **Locations > Storage Locations** and tick a small box beside the location and click **Link**



7. Update quantity for one part here and click **OK** then **Save**

