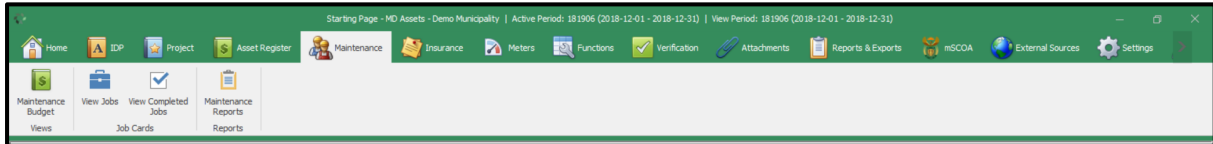


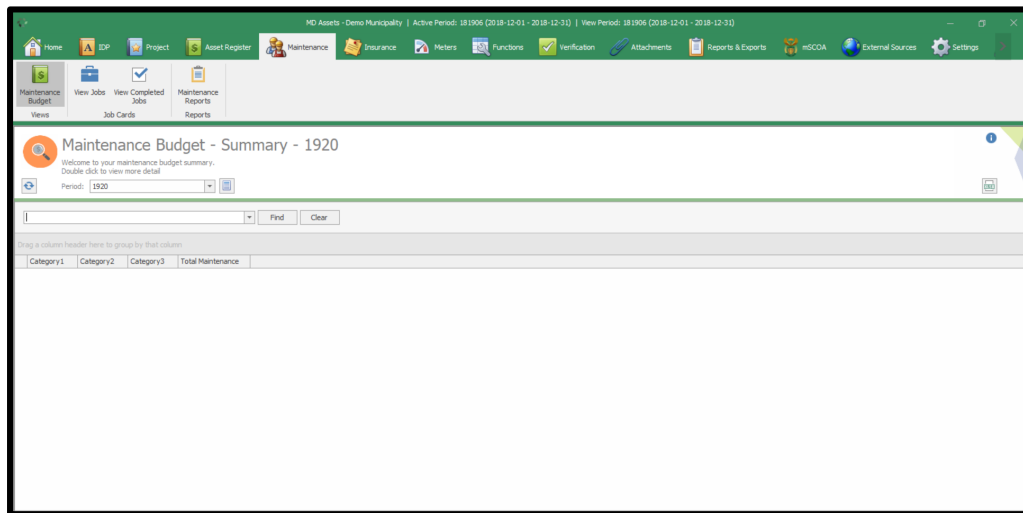
Maintenance

How to view maintenance

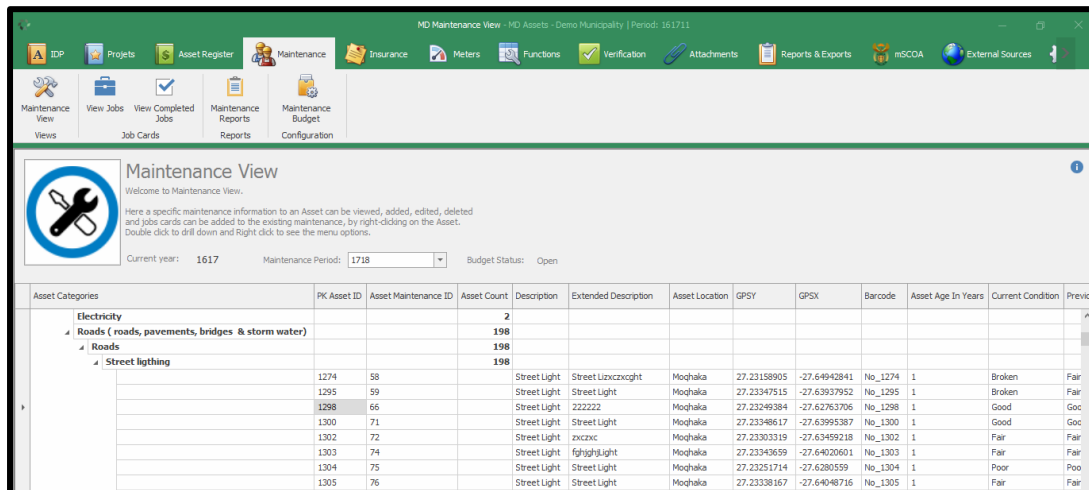
The user should first click on maintenance and select maintenance budget view.



Select maintenance budget views period 1920, planning is always for the next / following year.

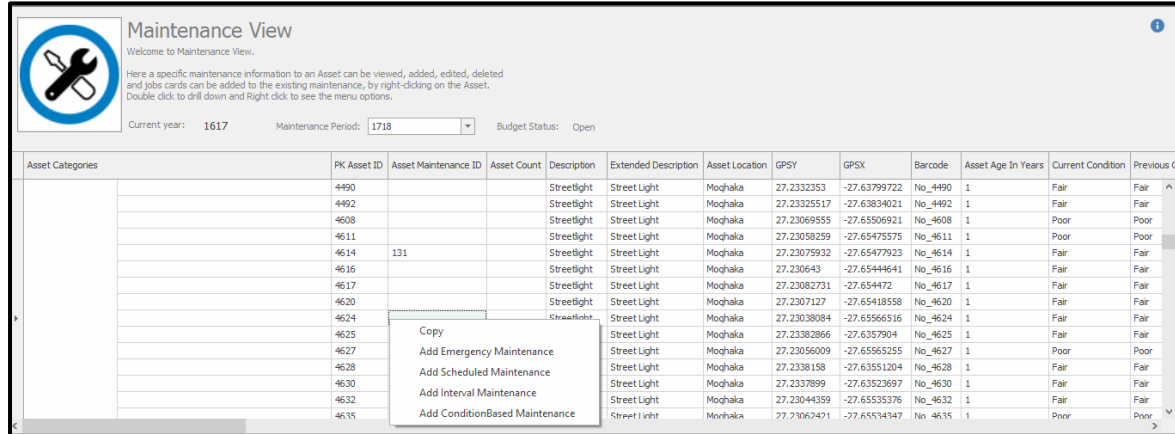


After clicking maintenance view, the following window will appear. Click property plant and equipment, all available categories will open. If you infrastructure, you will only see the items lying under infrastructure. (see below). Another level may appear, the user should click on it until items under that category



How to add emergency maintenance detail

The user should first highlight one of the assets. Right click and select add emergency maintenance, add emergency window will appear.



Fill in the required information.

Every municipality will use inflation rate fixed on the system as fixed by National Treasury.

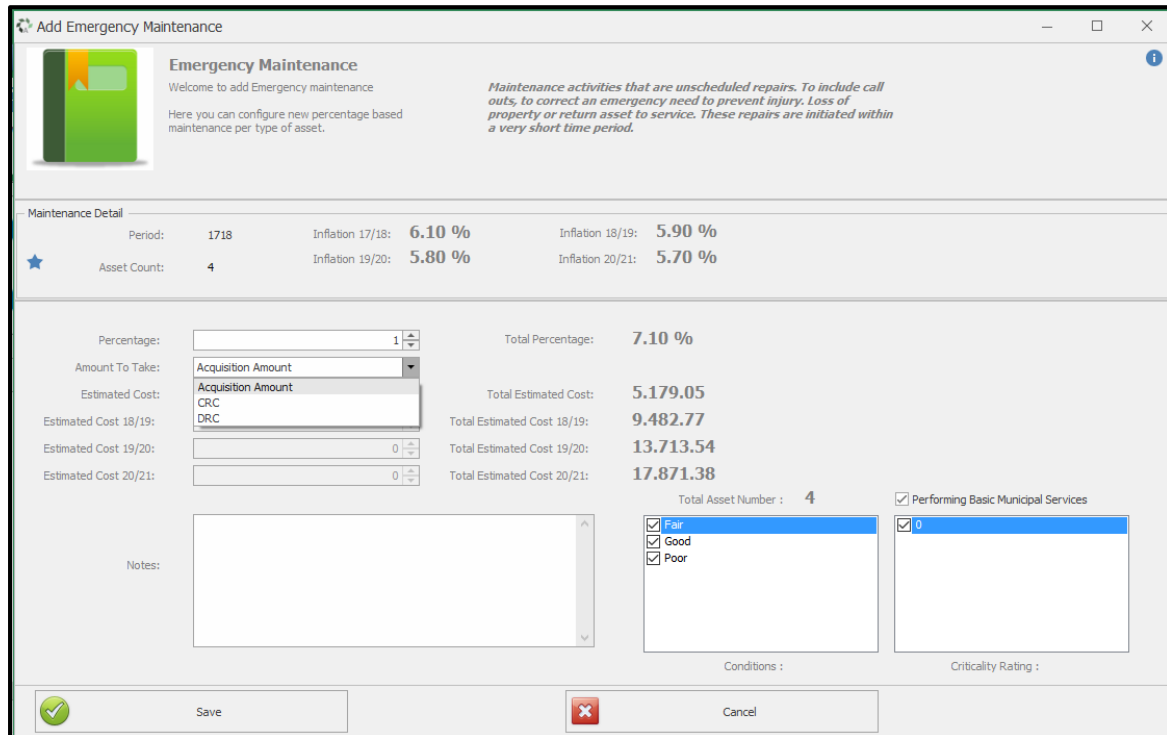
The system will automatically count the total number of assets selected.

The user can either choose to add the percentage or Estimated cost, one of the two.

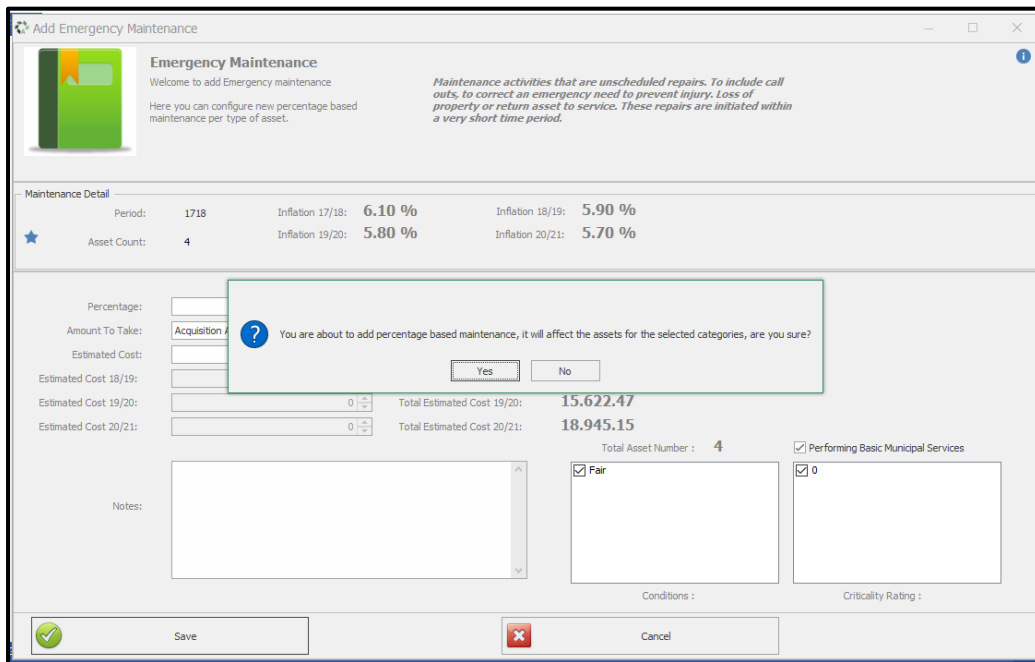
The user can choose to select Acquisition amount, CRC and DRC, on the drop down.

The system will also display the Asset conditions of all highlighted assets on the condition Box.

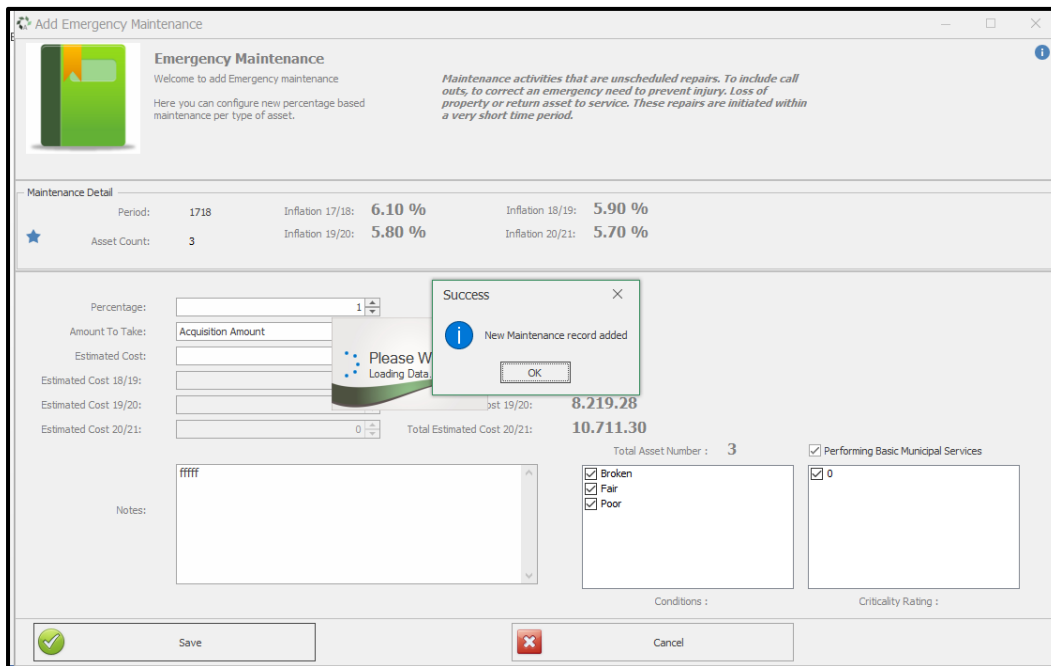
Total percentage is number of percentage + inflation.



Click save to confirm.

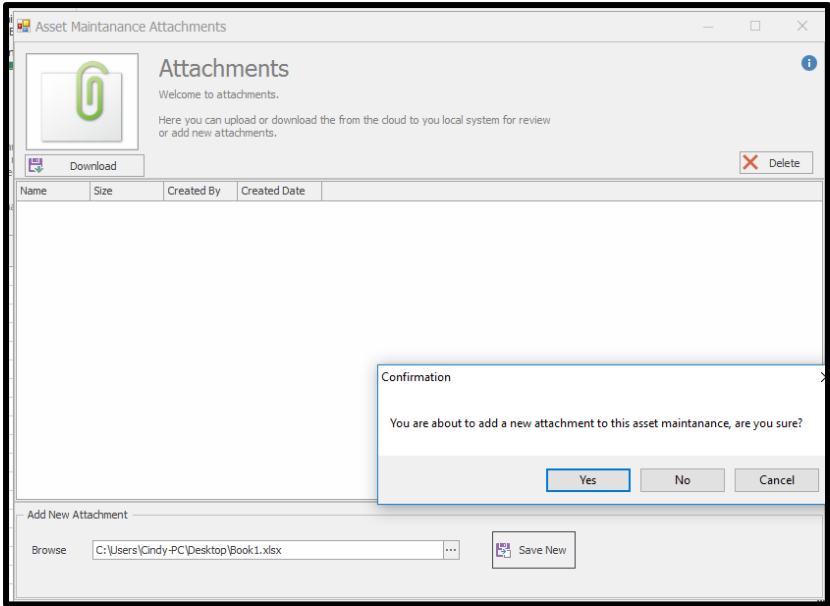


Click ok to confirm new maintenance record added.
The system will confirm if the new maintenance record has been added successfully

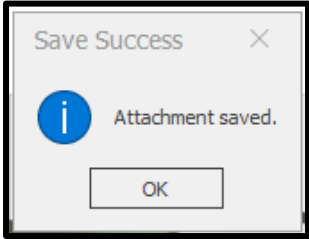


How to view asset with Maintenance

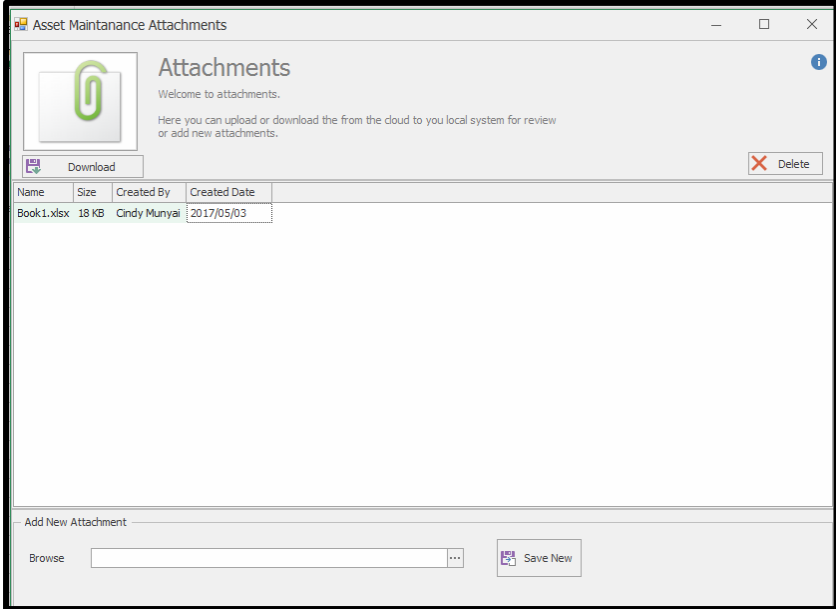
Scroll to the right (Check on Maintenance ID)
See below picture.



System will confirm if attachment has been saved successfully. Click ok to continue.



Attachment saved will appear.



How to edit Maintenance

Right click and select edit maintenance

Maintenance View

Welcome to Maintenance View.

Here a specific maintenance information to an Asset can be viewed, added, edited, deleted and jobs cards can be added to the existing maintenance, by right-clicking on the Asset. Double click to drill down and Right click to see the menu options.

Current year: 1718 Maintenance Period: 1718 Budget Status: Open

Asset Categories	PK Asset ID	Asset Maintenance ID	Asset Count	Description	Extended Description	Asset Location	GPSY	GPSX	Barcode	Asset Age In Years	Current Condition
	4485	98		Streetlight	Street Light	Moqhaka	27.2331244	-27.63610086	No_4485	1	Poor
	4486	99		Streetlight	Street Light	Moqhaka	27.23314387	-27.63650004	No_4486	1	Poor
	4487	100		Streetlight	Street Light	Moqhaka	27.23317175	-27.63688996	No_4487	1	Poor
	4488	130		Streetlight	Street Light	Moqhaka	27.23319524	-27.63728487	No_4488	1	Fair
	4489			Streetlight	Street Light	Moqhaka	27.23321711	-27.63765084	No_4489	1	Poor
	4490			Streetlight	Street Light	Moqhaka	27.2332353	-27.63799722	No_4490	1	Fair
	4492			Streetlight	Street Light	Moqhaka	27.23325517	-27.63834021	No_4492	1	Fair
	4608			Streetlight	Street Light	Moqhaka	27.23069555	-27.65506921	No_4608	1	Poor
	4611			Streetlight	Street Light	Moqhaka	27.23058259	-27.65475575	No_4611	1	Poor
	4614	131		Streetlight	Street Light	Moqhaka	27.23076932	-27.65477923	No_4614	1	Fair
	4616	135		Streetlight	Street Light	Moqhaka	27.230643	-27.6544641	No_4616	1	Fair
	4617	136		Streetlight	Street Light	Moqhaka	27.23082731	-27.654472	No_4617	1	Fair
	4620	137		Streetlight	Street Light	Moqhaka	27.2307127	-27.65418558	No_4620	1	Fair
	4624	138		Streetlight	Street Light	Moqhaka	27.23038084	-27.65566516	No_4624	1	Fair
	4625			Streetlight	Street Light	Moqhaka	27.23382866	-27.6357904	No_4625	1	Fair
	4627	139		Streetlight	Street Light	Moqhaka	27.23056009	-27.65565255	No_4627	1	Poor
	4628	140		Streetlight	Street Light	Moqhaka	27.2338158	-27.63551204	No_4628	1	Fair
	4630	141		Streetlight	Street Light	Moqhaka	27.2337899	-27.63523697	No_4630	1	Fair
	4632			Streetlight	Street Light	Moqhaka	27.23044559	-27.65535376	No_4632	1	Fair
	4635			Streetlight	Street Light	Moqhaka	27.23062421	-27.65534347	No_4635	1	Poor
	4637			Streetlight	Street Light	Moqhaka	27.23051177	-27.65504986	No_4637	1	Fair
	4687			Streetlight	Street Light	Moqhaka	27.23089582	-27.6541903	No_4687	1	Fair
	4696			Streetlight	Street Light	Moqhaka	27.23096429	-27.65387417	No_4696	1	Fair
	4698			Streetlight	Street Light	Moqhaka	27.23078884	-27.65376997	No_4698	1	Fair
	4699			Streetlight	Street Light	Moqhaka	27.23084065	-27.65358353	No_4699	1	Fair
	4700			Streetlight	Street Light	Moqhaka	27.23101635	-27.65363994	No_4700	1	Fair
	4719			Streetlight	Street Light	Moqhaka	27.23031258	-27.65620557	No_4719	1	Fair
	4721			Streetlight	Street Light	Moqhaka	27.23386817	-27.63660209	No_4721	1	Fair
	4726			Streetlight	Street Light	Moqhaka	27.23033733	-27.65597725	No_4726	1	Poor

The following window will appear, the will have access to edit, edit your maintenance and click save.

Emergency Maintenance

Welcome to add Emergency maintenance.

Here you can configure new percentage based maintenance per type of asset.

Maintenance activities that are unscheduled repairs. To include call outs, to correct an emergency need to prevent injury, loss of property or return asset to service. These repairs are initiated within a very short time period.

i

Maintenance Detail

Period: 1718 Inflation 17/18: **6.10 %** Inflation 18/19: **5.90 %**

Asset Count: 0 Inflation 19/20: **5.80 %** Inflation 20/21: **5.70 %**

Percentage:	<input type="text" value="20.0000"/>	Total Percentage:	26.10 %
Amount To Take:	Acquisition Amount	Total Estimated Cost:	3,359.59
Estimated Cost:	<input type="text" value="0"/>	Total Estimated Cost 18/19:	4,119.03
Estimated Cost 18/19:	<input type="text" value="0"/>	Total Estimated Cost 19/20:	4,865.61
Estimated Cost 19/20:	<input type="text" value="0"/>	Total Estimated Cost 20/21:	5,599.31
Estimated Cost 20/21:	<input type="text" value="0"/>	Total Asset Number :	1

Notes:

Fair 0

Performing Basic Municipal Services

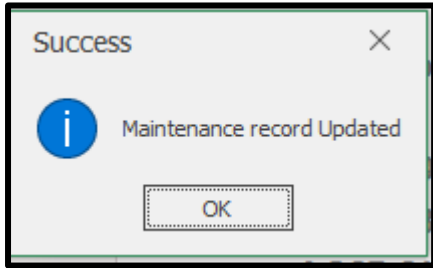
Criticality Rating :

? You are about to add percentage based maintenance, it will affect the assets for the selected categories, are you sure?

Save

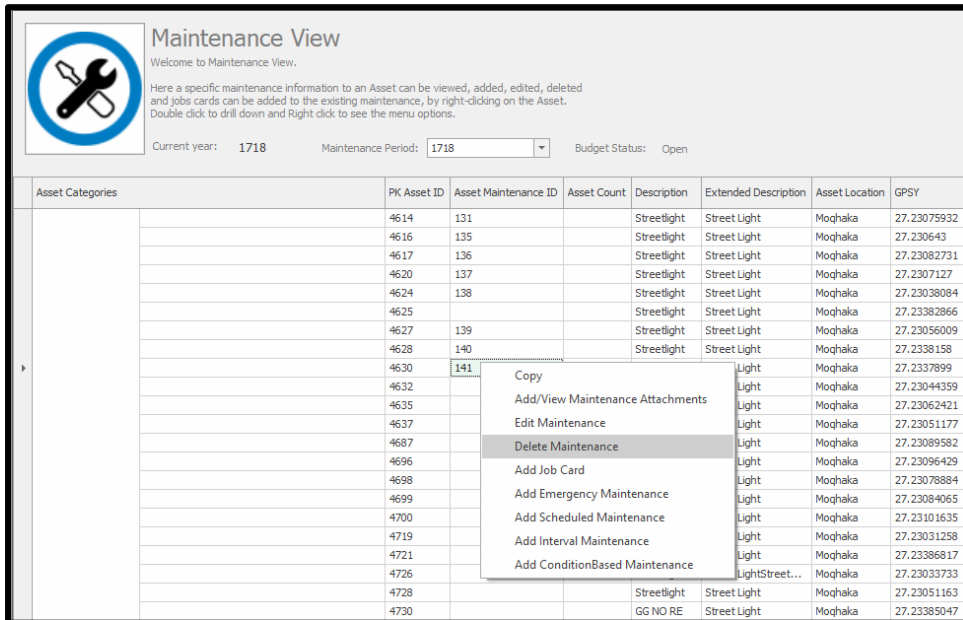
Cancel

System will confirm the updated record.
Click ok to confirm.

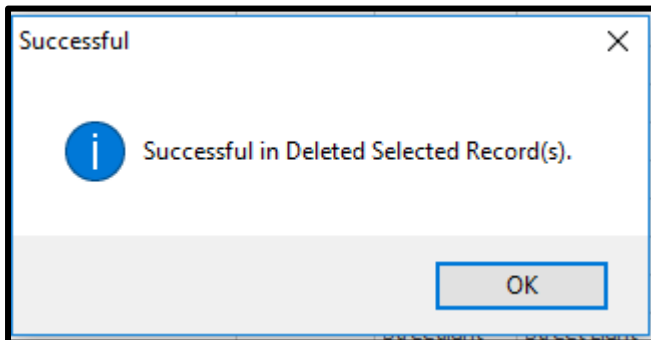


How to delete maintenance

Right click and select delete maintenance



System will confirm if the record has been deleted successfully
Click ok and continue, the record will be completely deleted from the system.



Job card

How to create a job card

Right click and select add job card
See below picture.

Maintenance View
Welcome to Maintenance View.
Here a specific maintenance information to an Asset can be viewed, added, edited, deleted and jobs cards can be added to the existing maintenance, by right-clicking on the Asset. Double click to drill down and Right click to see the menu options.

Current year: 1718 Maintenance Period: 1718 Budget Status: Open

Asset Categories	PK Asset ID	Asset Maintenance ID	Asset Count	Description	Extended Description	Asset Location
	4484			Streetlight	Street Light	Moghaka
	4485	98		Streetlight	Street Light	Moghaka
	4486	99		Streetlight	Street Light	Moghaka
	4487	100		Streetlight	Street Light	Moghaka
	4488	130		Streetlight	Street Light	Moghaka
	4489			Streetlight	Street Light	Moghaka
	4490			Streetlight	Street Light	Moghaka
	4492			Streetlight	Street Light	Moghaka
	4608			Streetlight	Street Light	Moghaka
	4611			Streetlight	Street Light	Moghaka
	4614	131		Streetlight	Street Light	Moghaka
	4616	135		Streetlight	Street Light	Moghaka
	4617	136		Streetlight	Street Light	Moghaka
	4620	137		Streetlight	Street Light	Moghaka
	4624	138		Streetlight	Street Light	Moghaka
	4625			Streetlight	Street Light	Moghaka
	4627	139		Streetlight	Street Light	Moghaka
	4628					Moghaka
	4630					Moghaka
	4632					Moghaka
	4635					Moghaka
	4637					Moghaka
	4687					Moghaka
	4696					Moghaka
	4698					Moghaka
	4699					Moghaka
	4700					Moghaka
	4719					Moghaka
	4721					Moghaka

Context menu for asset 4627:

- Copy
- Add/View Maintenance Attachments
- Edit Maintenance
- Delete Maintenance
- Add Job Card
- Add Emergency Maintenance
- Add Scheduled Maintenance
- Add Interval Maintenance
- Add ConditionBased Maintenance

After selecting job card the following window will appear (see below)
This is where the user can add a new job card.
The user should fill in the job title, Job description and assign it to the relevant person. Click save to continue.

Create Jobcard

Jobcard
Welcome to create a jobcard.
Here you can add a new jobcard.

Asset PKAssetID: 4627

Job Title: Mamelodi Ext 6 licking tap

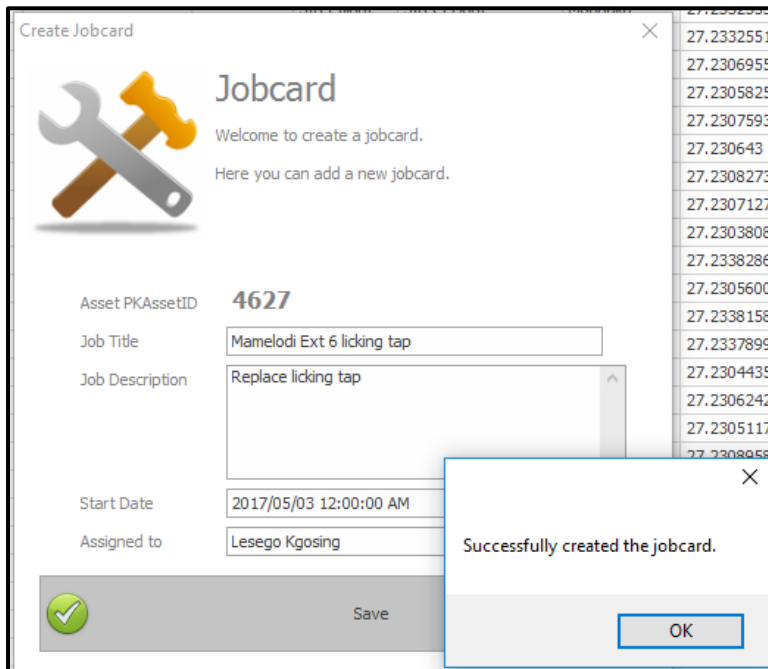
Job Description: Replace licking tap

Start Date: 2017/05/03 12:00:00 AM

Assigned to: Lesego Kgosing

Save

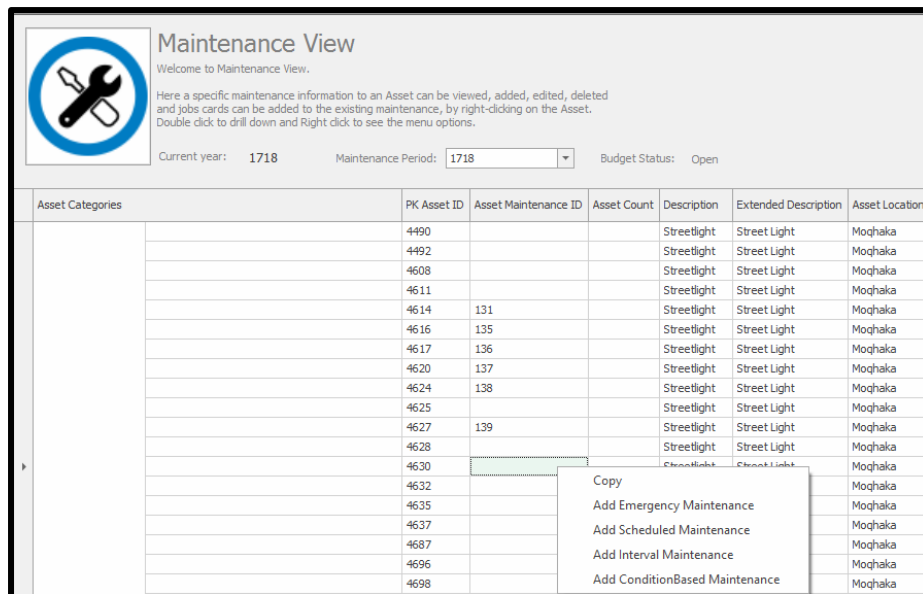
The system will confirm if the job has been successfully created
 Click save.
 See below picture.



Add scheduled Maintenance

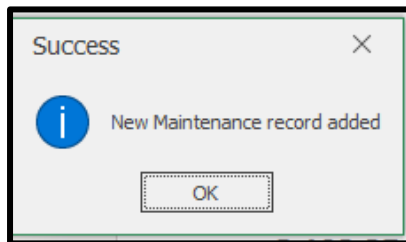
How to add Scheduled maintenance

Right click and select add scheduled maintenance.



The user is required to fill in the required information. Programmed maintenance is undertaken to reduce the likelihood of failure and to keep the asset operating at an acceptable level. The user can click the save button after filling the required information.

System will confirm if new maintenance record has been added. Click ok button to continue.



Adding interval Maintenance

Right click and select add interval maintenance and the following window will appear.

Asset Categories	PK Asset ID	Asset Maintenance ID	Asset Count	Description	Extended Description
	4617	136		Streetlight	Street Light
	4620	137		Streetlight	Street Light
	4624	138		Streetlight	Street Light
	4625			Streetlight	Street Light
	4627	139		Streetlight	Street Light
	4628			Streetlight	Street Light
	4630	142		Streetlight	Street Light
	4632			Streetlight	Street Light
	4635				
	4637				
	4687				
	4696				
	4698				
	4699				

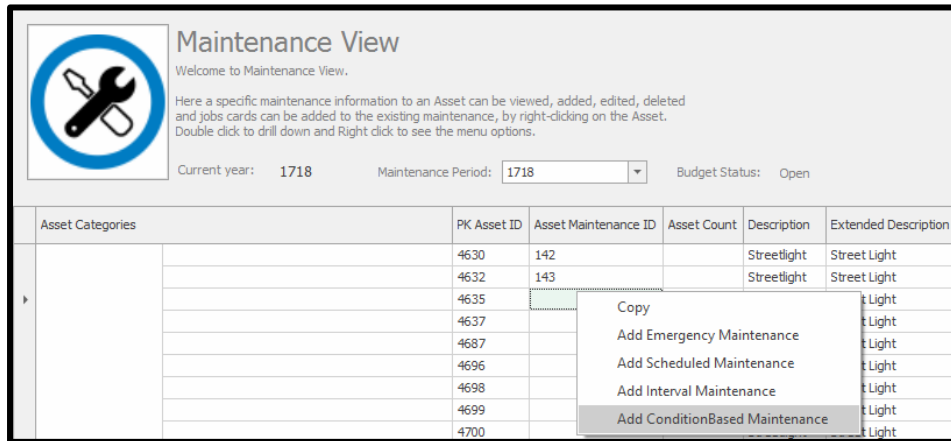
After clicking add interval maintenance, the following window will appear. Click save to continue.

The system will ask if you want to save the added percentage based maintenance. Click yes to continue.

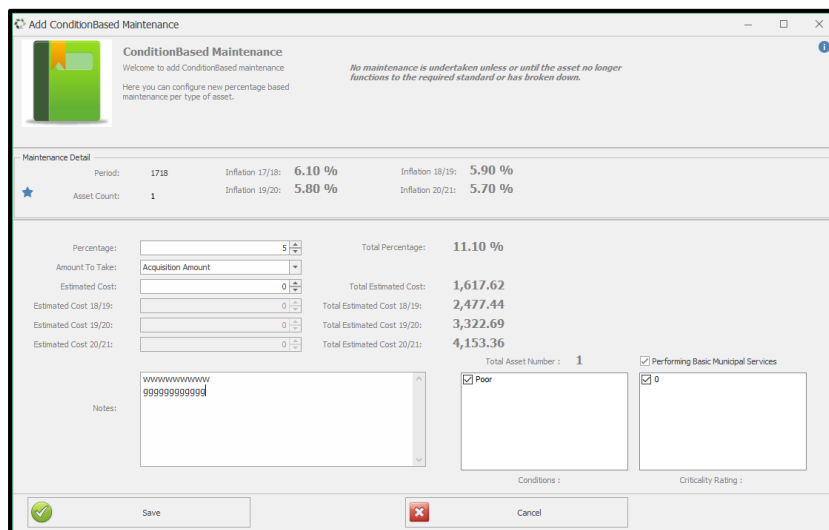
The system will confirm if the record has been added. Click ok.

Adding condition based maintenance

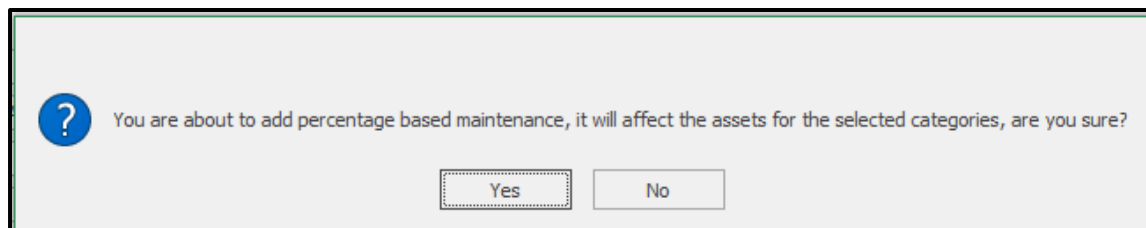
Right click and select add Condition based maintenance and the following window will appear.



After clicking add condition based maintenance, the following window will appear. Fill in the required information and click save to continue.



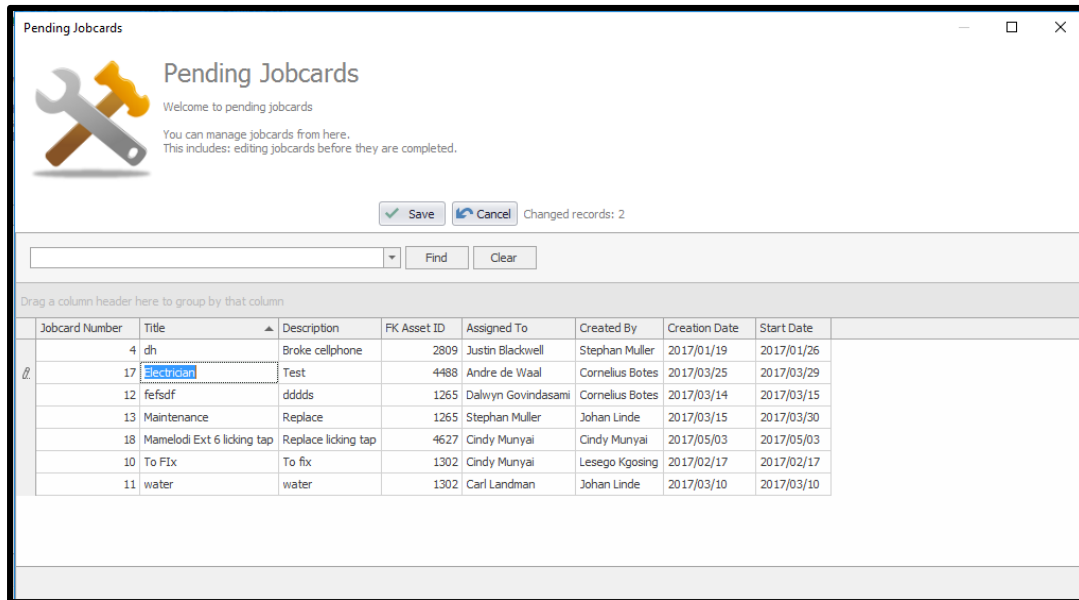
The system will ask if you would want to save the added percentage based maintenance. Click yes to continue.



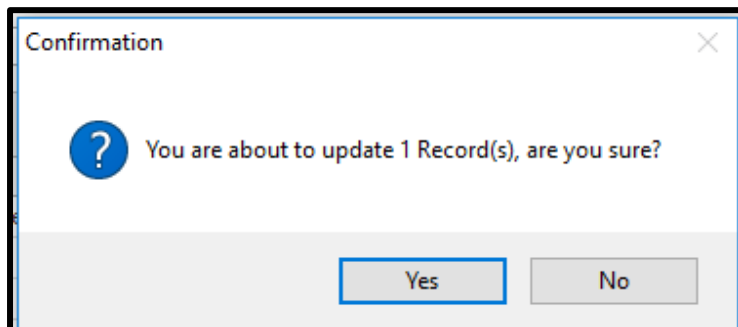
How to edit pending job card

The user can double click on the existing job, and the system will give him access to edit.

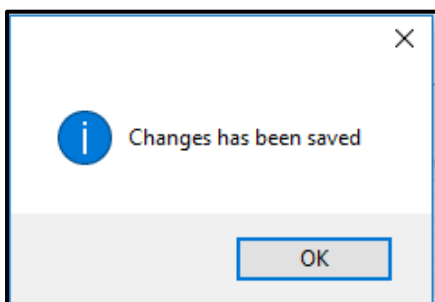
Once the user double click on the existing, it will be highlighted in blue, then the user can start to edit (see below picture)



The user can click save button to confirm changes. The system will confirm the amount of updated record. Click yes to continue.



The system confirm the saved changes. Click ok to continue.



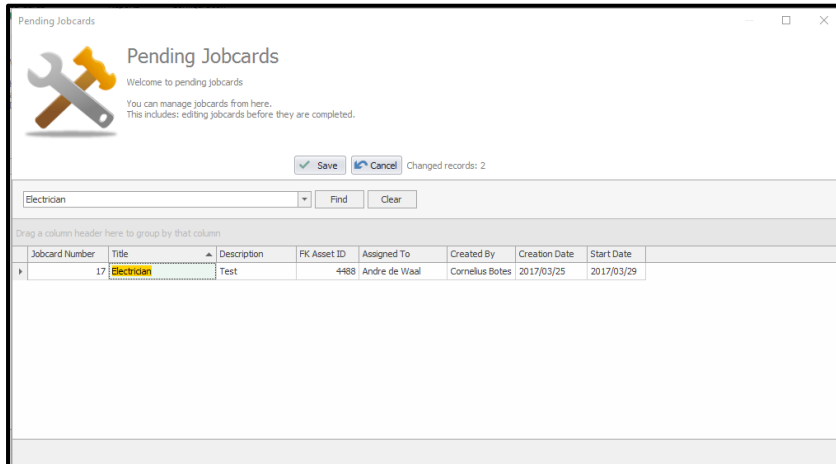
The user can also search a pending job by typing the name of the job and click find button.

If the system search all available pending job and.....

The pending job will pop up highlighted in yellow

The user can then click on clear button to go back to normal pending job card page.

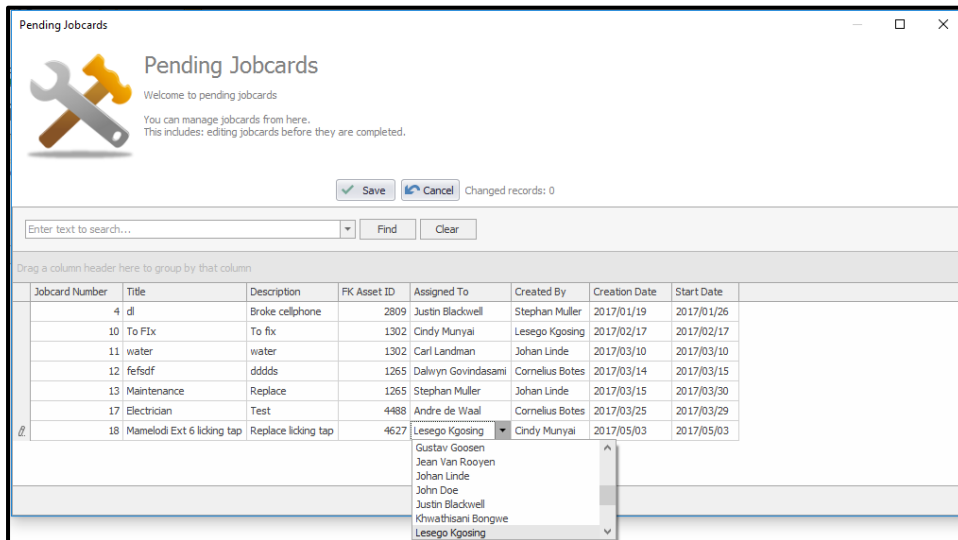
See the picture below.



The user can also reassign a job to another user.

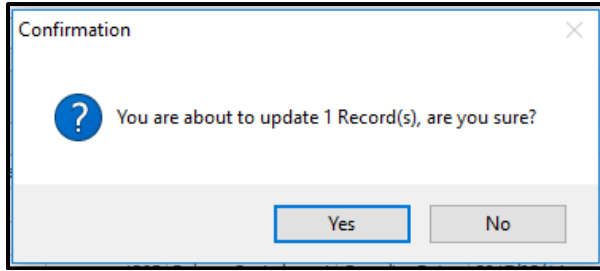
Click on the drop down arrow as shown below, and a list of different user will appear.

The user can select the relevant user in order to reassign the job and click save button

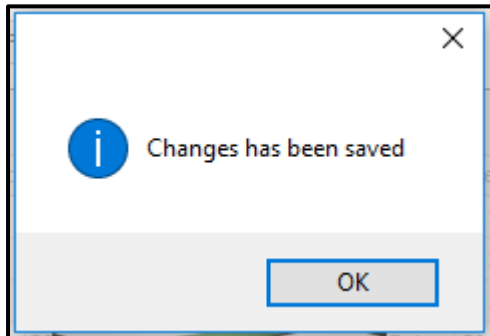


The system will confirm the number of records you are about to save

Click ok to continue.

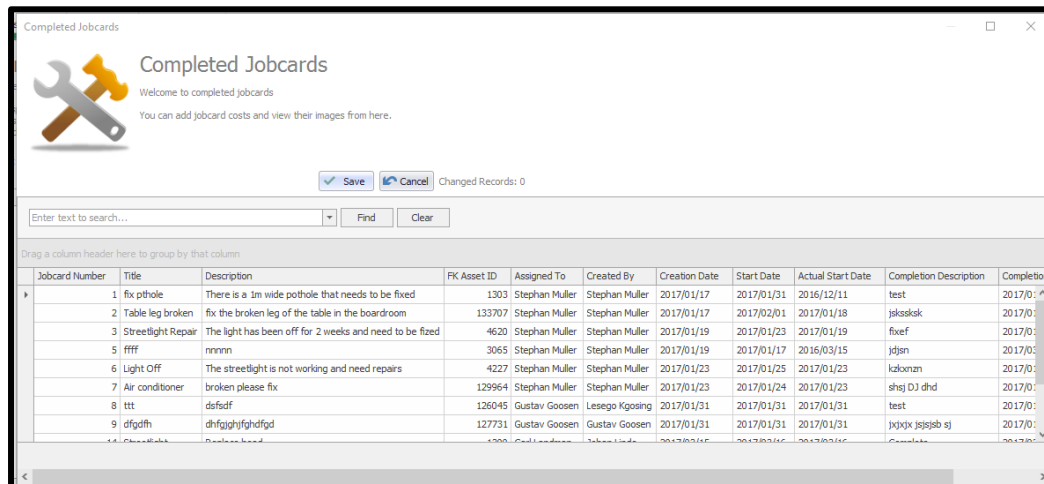


The system will confirm if the changes made has been saved
Click ok to continue.

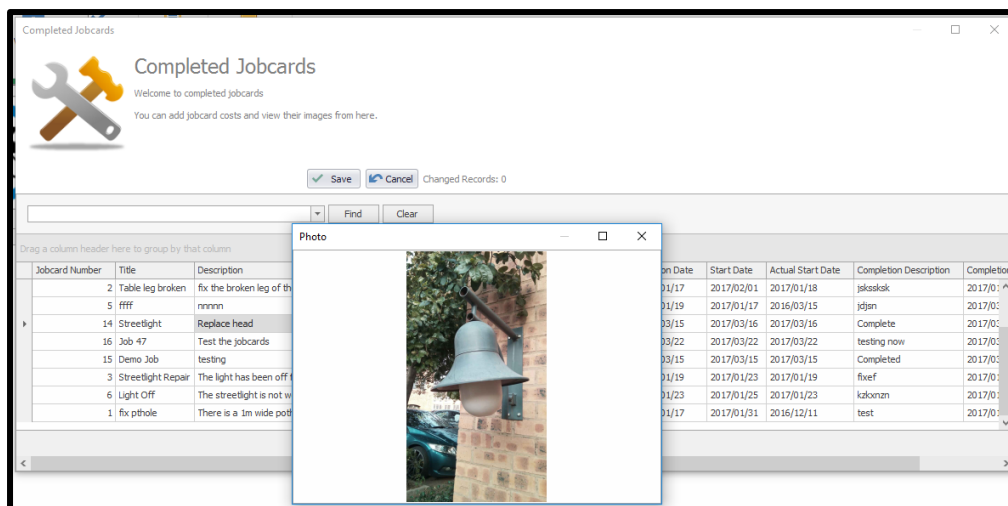


Completed job card
How to view job card

Click on completed job card from the top row and the following window will appear
The user can have access of adding job card costs and viewing the images as well.



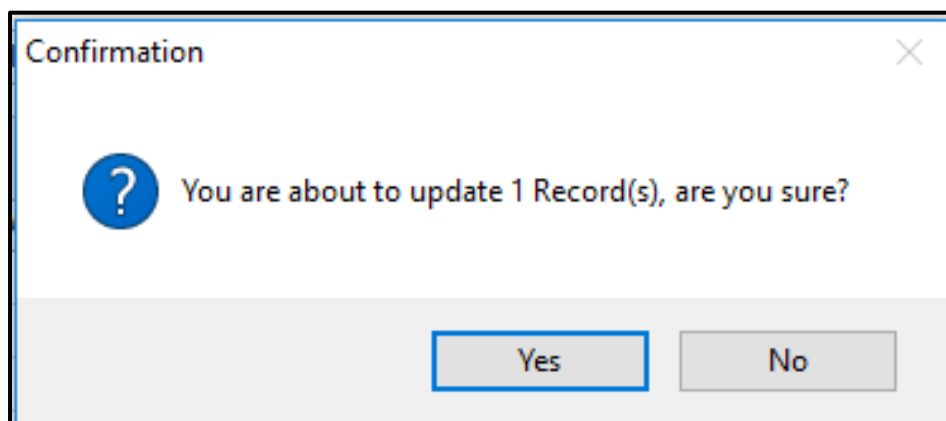
Double click anywhere on the competed job cards and the image of that particular job will appear.



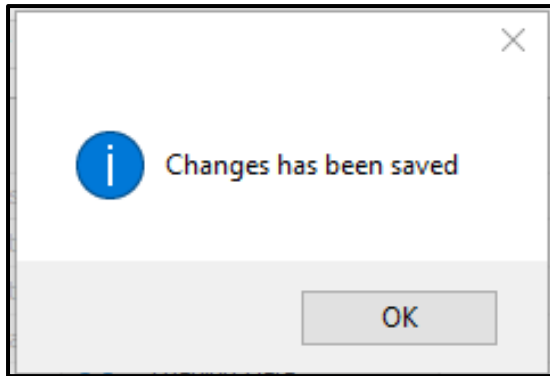
The user can also scroll far right on the system in order to add the cost of the completed job.

Click on the relevant cost row and type the total cost.
Type the total cost and click save

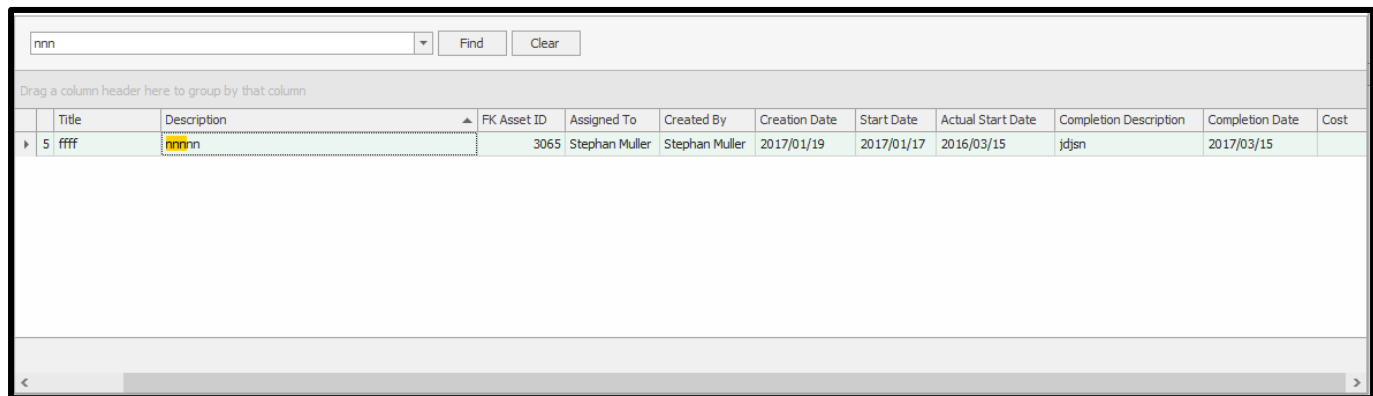
Completion Description	Completion Date	Cost
jskssksk	2017/01/18	
jdjsn	2017/03/15	
Complete	2017/03/15	
testing now	2017/03/22	
Completed	2017/03/15	
fixef	2017/01/19	50.00
kzlxnzn	2017/01/23	
test	2017/01/18	20.00



The system will confirm the saved changes made.
Click ok and the total cost will be added.

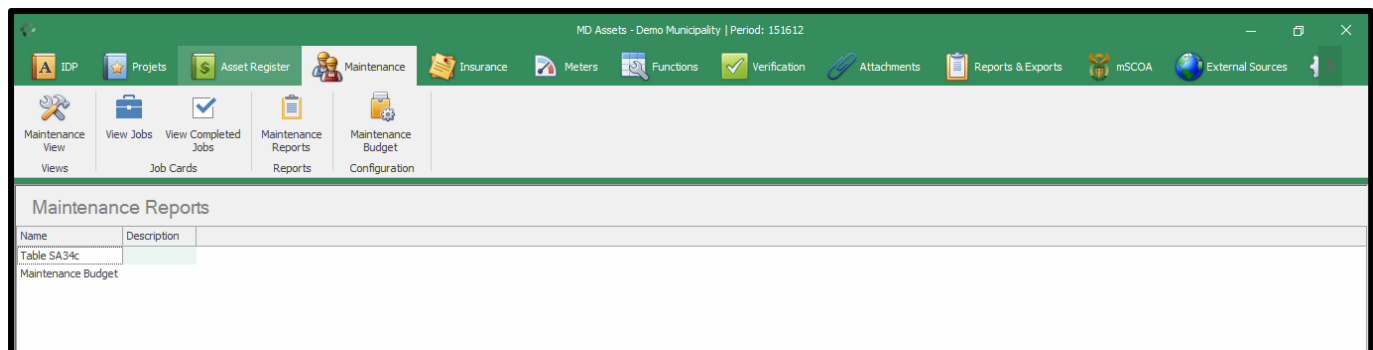


The user has an option of searching the particular completed job card on the system. Type the name of the completed job card you are searching for and click find, the job will appear. After searching, the user can click clear button to return to the normal page.

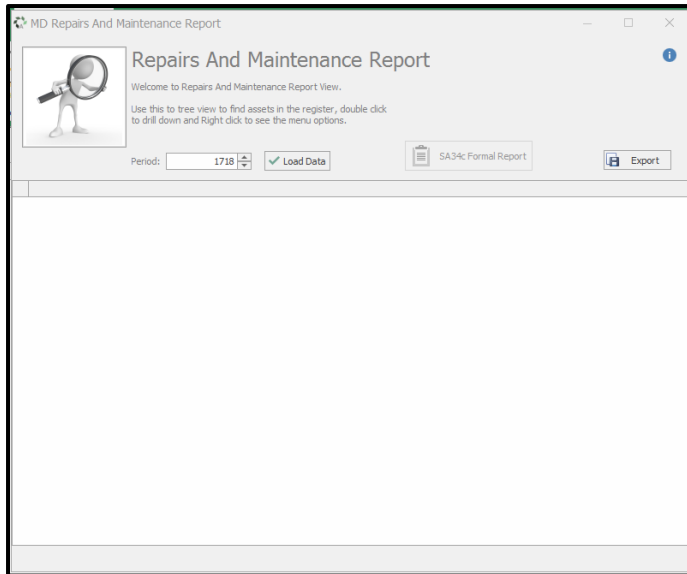


Maintenance report
How to view Table SA34C

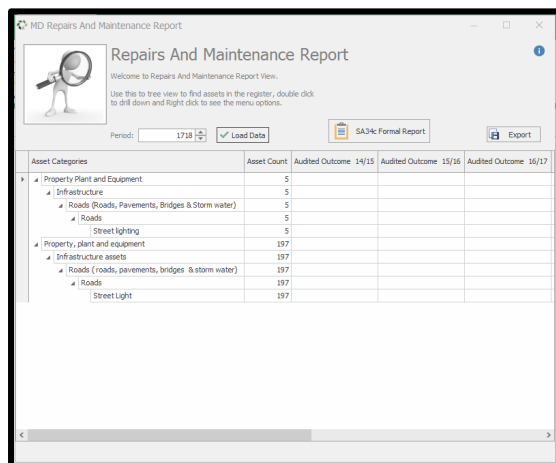
Click on Table SA34C and the following window will appear



Double Click on Table SA34C and the following window will appear



Click Load Data button to find assets in the register and the following window will appear



How to view Table SA34C

Click on SA34C Formal Report and the following window will appear.

Description	2014/15	2015/16	2016/17	Current Year 2017/18			2018/19 Medium Term Revenue & Expenditure Framework		
	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjustment Budget	Full Year Forecast	Budget Year 2018/19	Budget Year +1 2019/20	Budget Year +2 2020/21
Property Plant and Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Infrastructure	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Roads (Roads, Pavements, B	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Roads	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Street lighting	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Property, plant and equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Infrastructure assets	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Roads (roads, pavements, br	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Roads	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Street Light	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

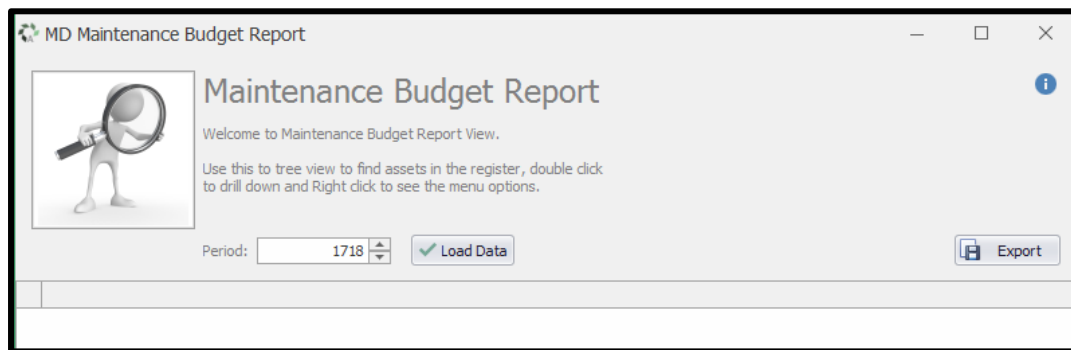
How to export Table SA34C

The user can simply click on export button to save the register to the desired place.



How to View Budget Maintenance

Double click on maintenance budget and the following window will appear.



Click on Load Data to find assets in the register and the following window will appear.

Asset Categories	Asset Count	Emergency 17/18	Scheduled 17/18	Interval 17/18	Condition Based 17/18
Property Plant and Equipment	5	0.00	0.00	0.00	0.00
Infrastructure	5	0.00	0.00	0.00	0.00
Roads (Roads, Pavements, Bridges & Storm water)	5	0.00	0.00	0.00	0.00
Roads	5	0.00	0.00	0.00	0.00
Street lighting	5	0.00	0.00	0.00	0.00
Property, plant and equipment	197	0.00	0.00	0.00	0.00
Infrastructure assets	197	0.00	0.00	0.00	0.00
Roads (roads, pavements, bridges & storm water)	197	0.00	0.00	0.00	0.00
Roads	197	0.00	0.00	0.00	0.00
Street Light	197	0.00	0.00	0.00	0.00

The user can click on Export button and save maintenance budget report to the desired place.