

View Maintenance Records

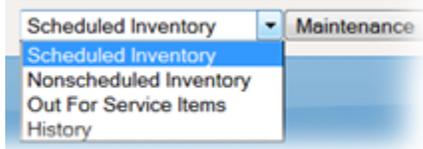
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Items are available in the **Maintenance** tab when the **Track Maintenance** attribute is selected in the item's inventory page. The tab includes tracked items at all locations and sub locations to which you have access. Often, assets are tracked individually via inventory batches. Each batch appears as a separate maintenance record.

You can access four views from this tab:

- Scheduled inventory
- Nonscheduled inventory
- Items that are out for service
- Maintenance history



Use the **Search** field at the top of the table to locate an item. In addition, you can generate a report from each of these views.

Scheduled Inventory

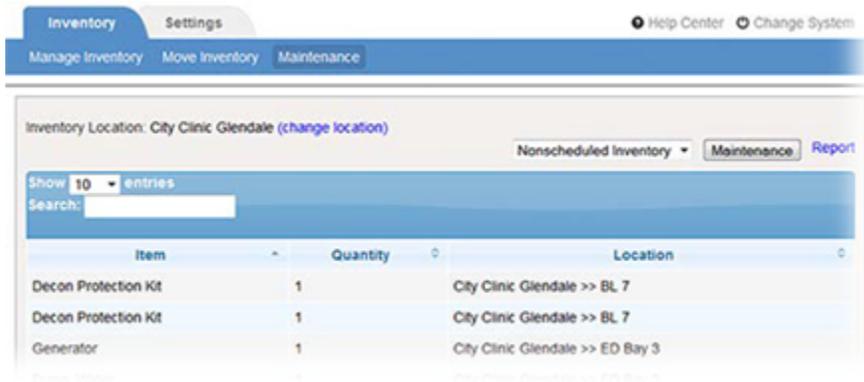
When you first open the **Maintenance** tab, the default view is **Scheduled Inventory** showing all items for which a maintenance schedule has been set up.

By default, the list sorts by the **Next Maintenance** date. You can change how the list is sorted by clicking any column header. To sort by multiple columns at once, hold down the **CTRL** key and then click the column headers.

You can easily work on more than one record at a time. Click multiple rows and then click the **Maintenance** button.

Nonscheduled Inventory

The **Nonscheduled Inventory** view shows all items for which the **Track Maintenance** attribute is set but no maintenance schedule exists.



You may never set up a schedule for some items because they do not require regular maintenance. These items are always available in this list.

Out for Service Items

The **Out for Service Items** view shows you items that have been sent for service or repair and have not yet been returned to your facility or region.

Item	Quantity	Location	Last Maintenance	Maintained By	Cost	Sent To	Expected Return Date
Pump, Water	1	City Clinic Glendale >> ED Bay 3	10/18/2013	Kelly B. Greene		Water Equipment Repair	10/31/2013
Water Heater	1	City Clinic Glendale >> ED Bay 3	10/18/2013	Kelly B. Greene		Water Equipment Repair	11/22/2013

The last column indicates when your facility expected the repaired item to be returned. At a glance, you see the items that are overdue and that you may need to follow up on.

History

Every saved maintenance action, including recording and scheduling, is tracked in Inventory Management and available in the **History** view.

Item	Quantity	Location	Action	Last Maintenance	Next Maintenance	Interval	Maintained By	Cost	Sent To	Expected Return Date	Actual Return Date
Pump, Water	1	City Clinic Glendale >> ED Bay 3	Create Initial Schedule	10/18/2013	10/18/2014	12 months	Kelly B. Greene				
Generator	1	City Clinic Glendale >> ED Bay 3	Create Initial Schedule	10/18/2013	10/18/2014	12 months	Kelly B. Greene				
Pump, Water	1	City Clinic Glendale >> ED Bay 3	Create Initial Schedule	10/18/2013	10/18/2014	12 months	Kelly B. Greene		Water Equipment Repair	10/31/2013	

Use the **Search** field to locate an item. You can also use the date range (**Start Date** and **End Date**) fields to narrow the list of maintenance activities.