

# Record Maintenance

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Use the **Maintenance** tab to locate the item and record maintenance on it. Use the **Search** field at the top of the table to locate the item.

**Note:** An item does not appear in your **Maintenance** tab unless maintenance features have been enabled.

Use this procedure to record scheduled or unscheduled maintenance on an item. If you need to send the item out for service or repair or record its return, refer to Work with an Item that Needs Service.

If you have access to more than one location, this tab allows you to narrow your results by selecting a specific location using the **change location** feature.

## To record maintenance

1. On the **Inventory** tab, click **Maintenance**. The *Maintenance* page opens.
2. If appropriate, select a location (**change location**).
3. Select Scheduled Inventory or Nonscheduled Inventory.
4. Locate and select the item.  
*Tip: Use the **Search** field at the top of the table to locate the item.*
5. Click the **Maintenance** button.
6. Select the **Action**:
  - Scheduled Maintenance
  - Unscheduled Maintenance
7. Accept the default **Maintenance Date** or select a different date.
8. Accept the default **Maintained By** or enter a different name.
9. If appropriate, enter related **Comments**.  
*Tip: If you determine the item needs more than standard maintenance, refer to Work with an Item that Needs Service.*
10. Click **Save**.