

Preventive Maintenance

# ADD A NEW PROCEDURE



DOCUMENT SUMMARY

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VERSION INFORMATION (THIS DOCUMENT)

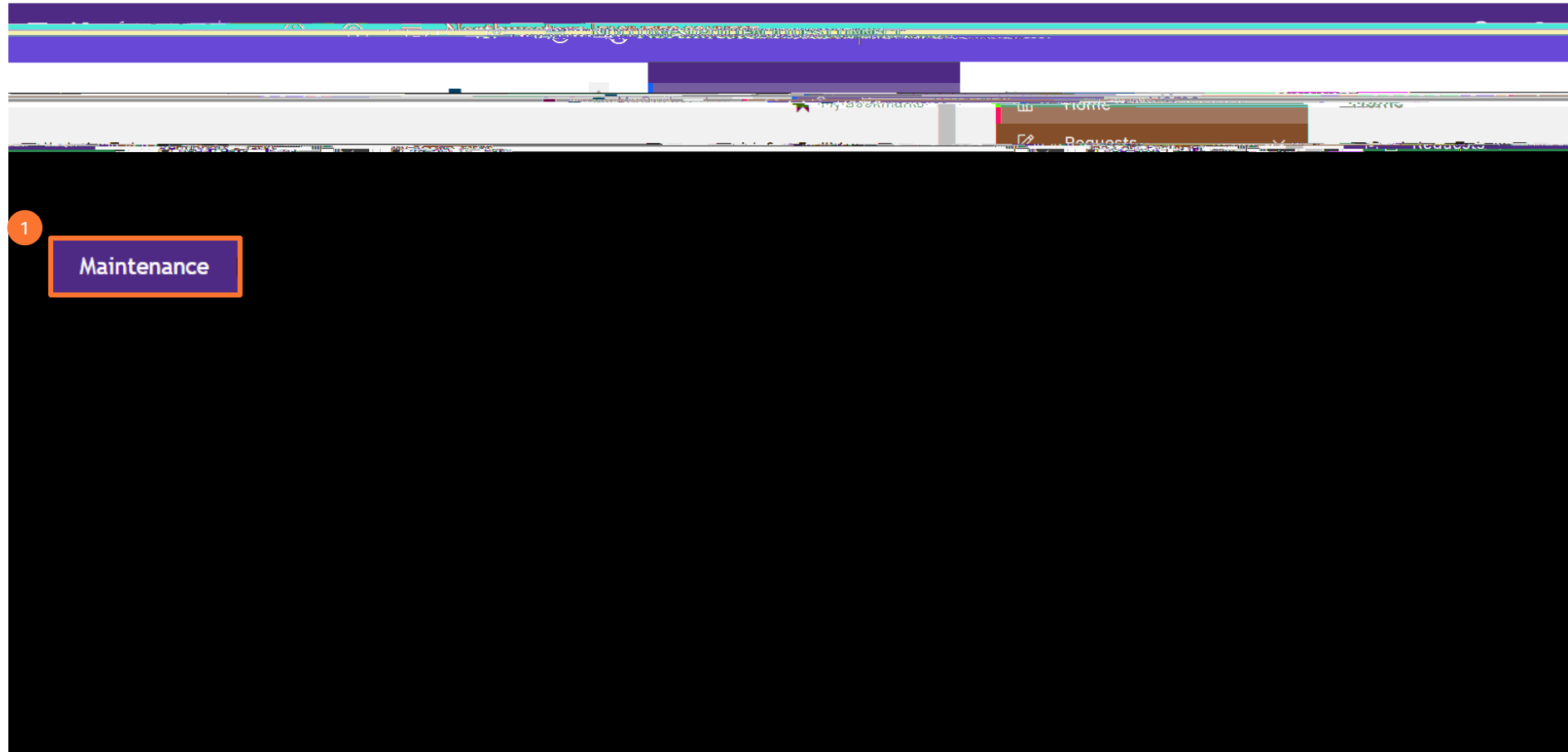


PROCESS

- 1) To begin working with Procedures, click on the **Maintenance** tab in the hamburger menu on the left side of the **Facilities Connect Home Screen**

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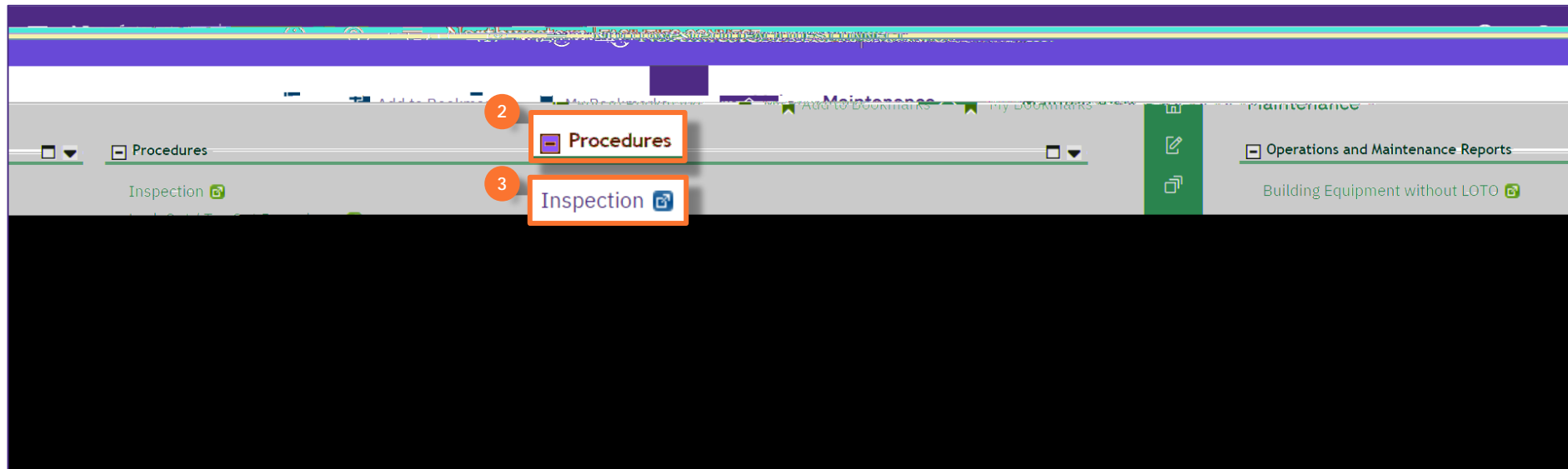
INFORMATION



PROCESS

- 2) Locate the Procedures section.
- 3) Click on the Inspection option.

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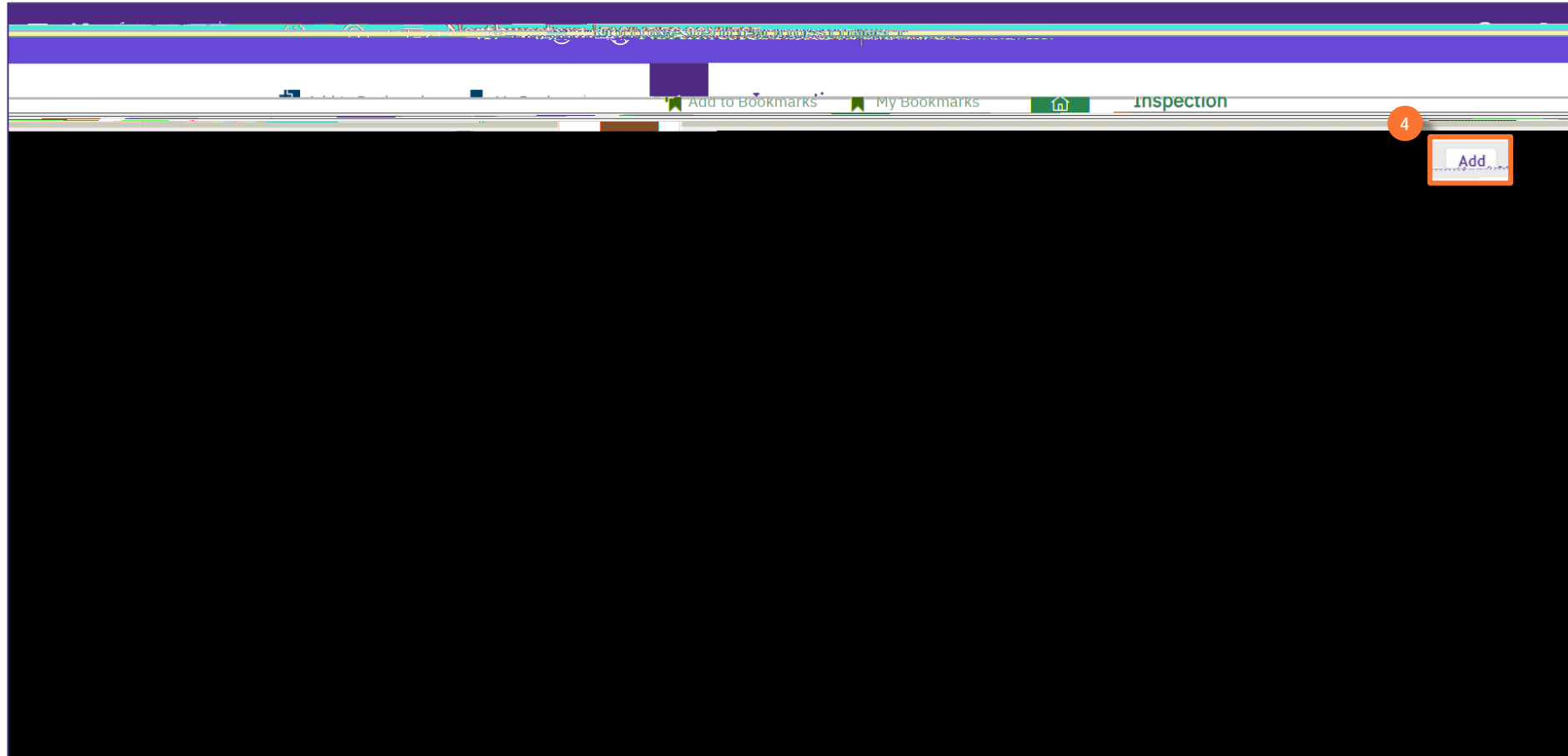
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PROCESS

4) Click on the **Add** button.

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Procedure c ee e a e  
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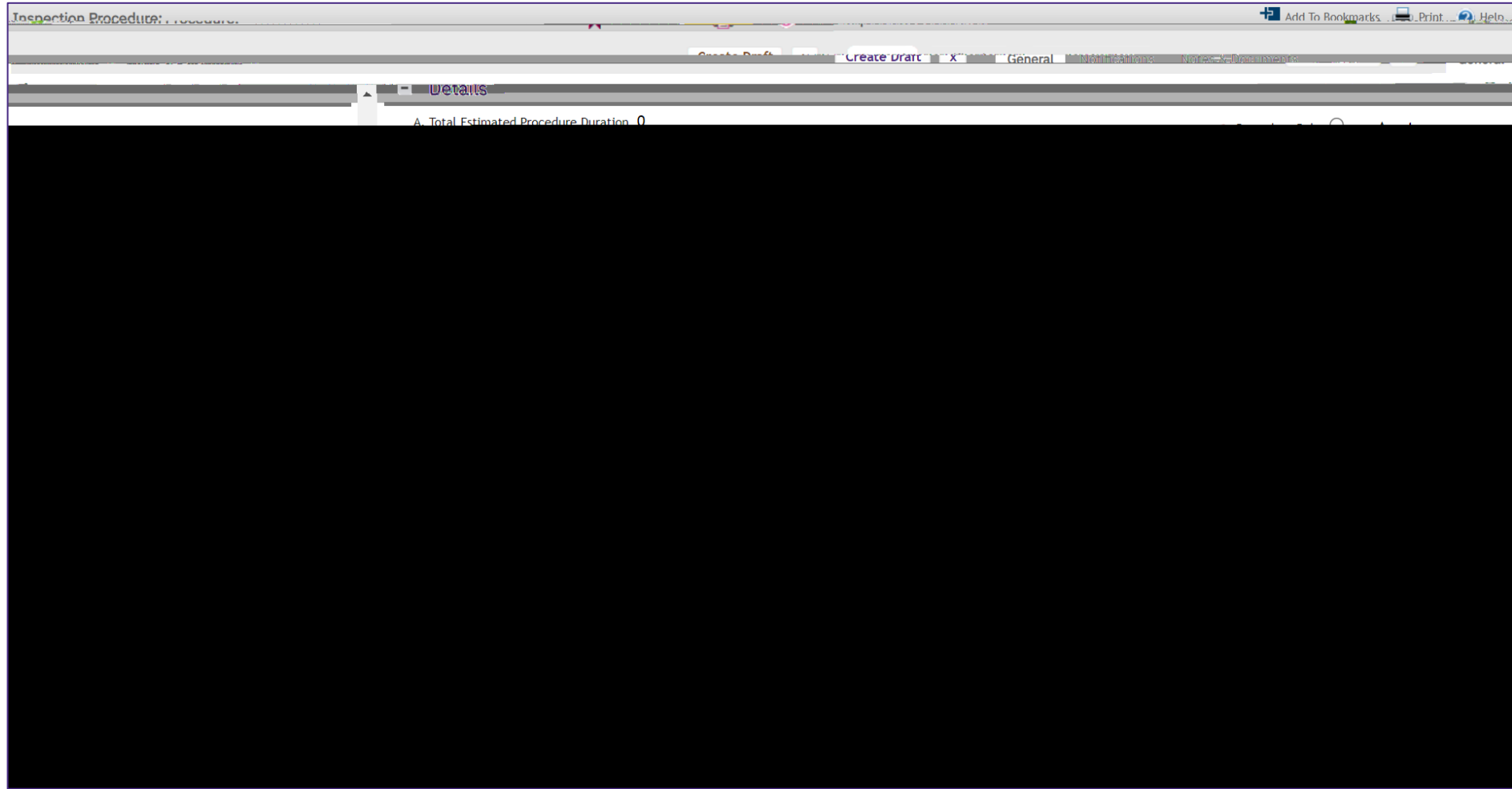
INFORMATION







- 6) Next add the individual Procedure Steps:
  - a)



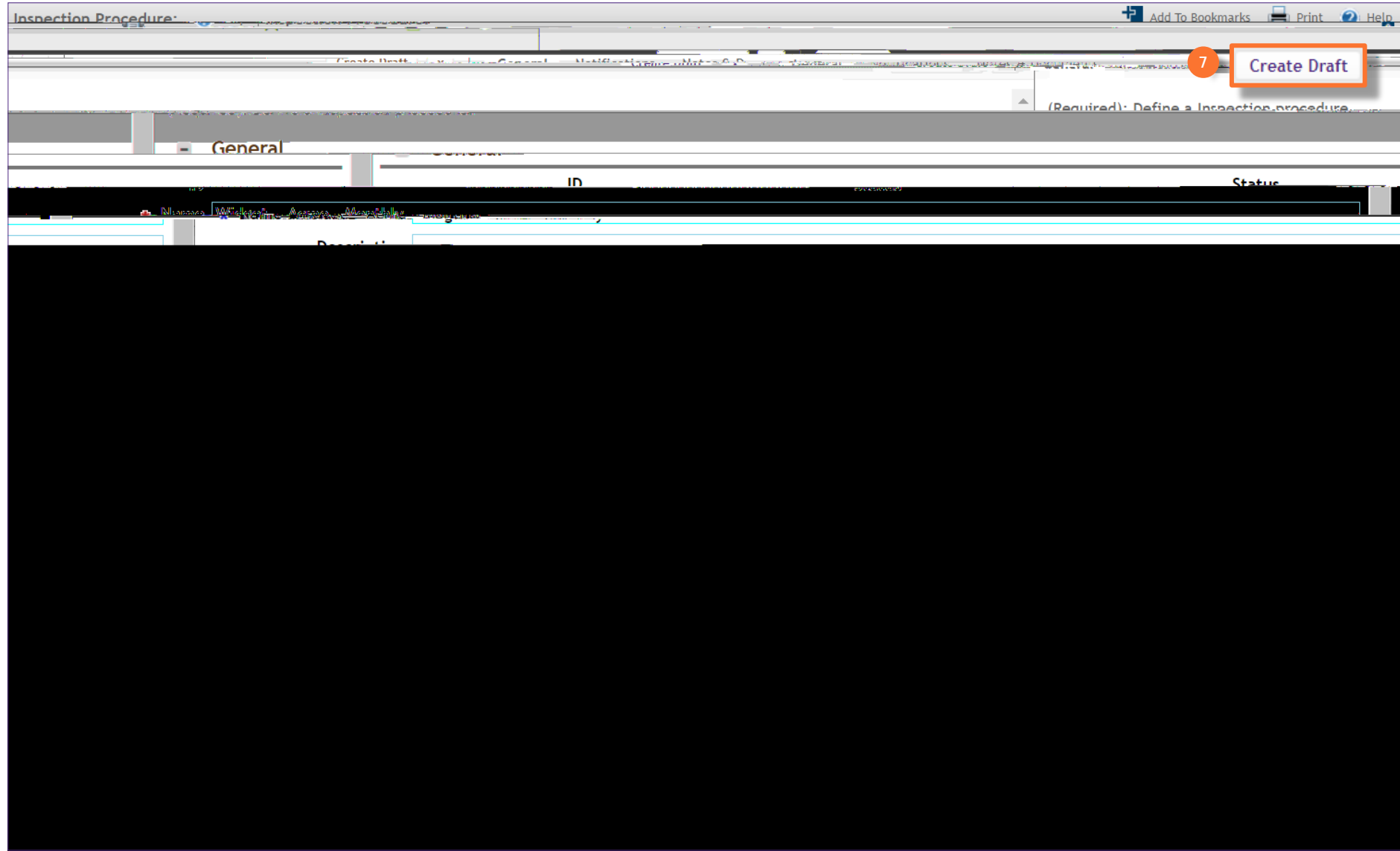


PROCESS

Once you have entered all the necessary Procedure Steps,

- 7) Click the **Create Draft** button to save the Procedure as a draft.

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PROCESS

Once the Draft has been created,

- 8) Take note of the newly created ID number, if you are tracking the procedures in the Matrix.
- 9) Click on the **Activate** button to complete the new Inspection Procedure.

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