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# Mainpac Module: Job Request



**The Job Request Module is a separate utility that provides an alternative job entry system for Mainpac. This is very useful for people who are not Mainpac users to enter a request using a simple problem and description which is converted to a job in the Mainpac system.**

Plant Name	PB102
Problem Line	Blown fuse
Description	Check fuses and repair as necessary.
Priority	P2 - Medium Priority
Fault Code A	Electrical
Trade	Electrician
Requested By	JFS
Status	Requested 03 Oct 2001

*An example of an interface from the Mainpac Job Request Module.*

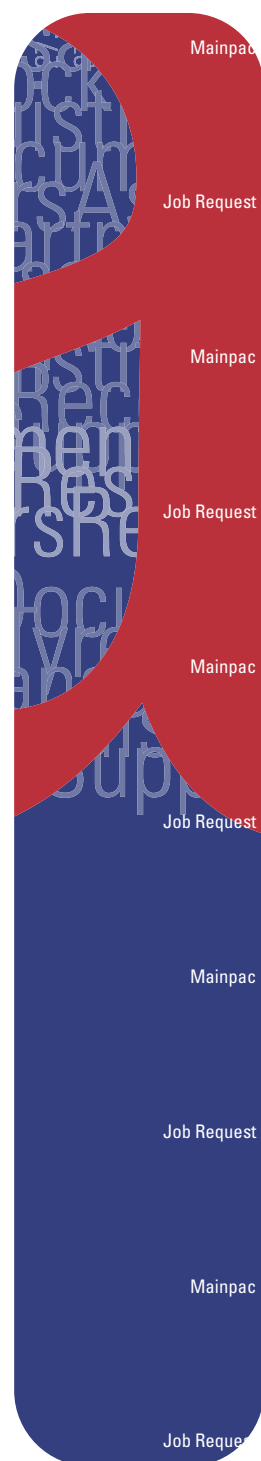
## Job Request features

The Job Request window is used to create and record requests for jobs. A request has two statuses:

- Requested - while a request is still "Requested", the details may be changed.
- Registered - when a request is "Registered", a job is created from that request, and the details on the request can no longer be changed.
- Registered requests display their job number, and job status next to their own status.

## Internet Accessibility

- An Internet-enabled version of Job Requests is available for use with the Microsoft SQL Server 7.0 and 2000 versions of Mainpac.





## Raising a Request

- Requests are raised for the plant item to which they apply. A 'Search' button is pressed to select the plant item for the request.
- Another method of selecting the plant item is by using the Plant Structures which you can view from within Job Request. This assists users who may not be completely familiar with the naming of the plant items.
- Once the plant item has been selected, Mainpac automatically displays all other requests raised for that plant one at a time. You can also view all requests, all active requests and all currently open jobs for the plant item.
- A job request monitor can alert the maintenance planner that a request has been raised by another user. This monitor may have a filter applied to it which allows the maintenance planner to limit the requests they see so they don't have to worry about pieces of plant that they are not responsible for.

## Registering a Request

- Selecting either "Requested", "Planned" or "Issued" using the right mouse button will register the request, and create a new job with the selected status. If "Issued" is selected then you will be asked if you wish to print the jobsheet.
- If you do not have the permissions to register requests then the request menu will not appear.
- It is also possible to configure user profiles so that certain users have their requests automatically registered. You can select whether to automatically register jobs as "Requested", "Planned" or "Issued" jobs.

## Closing a Job

- You may also use the job request screen to close jobs created from requests.
- The transactions screen can be accessed from either of the job screens, and can be used to enter costs.
- Access to Jobs is limited by permission to do so.

## Problem Lines

- A problem line is used to classify a request. It can be selected from a table or entered directly.
- If a problem line is selected from the table, then the Maintenance Type associated with that problem line will be remembered, and will be transferred to the job, when the request is registered.
- Because problems may not always fit into a classification, you may also enter a problem line by typing directly into the field. Because these classifications are unknown, no Maintenance Type will be remembered for problem lines that are typed in directly.

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