

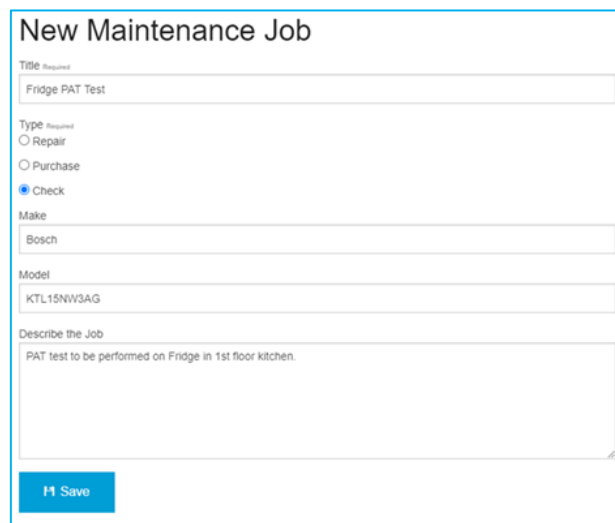
# Maintenance on CoolCare

Building maintenance and repairs information can be stored in the system quickly and easily. Once saved, the status of each job can be easily viewed and managed throughout the maintenance lifecycle, allowing you to assign jobs, set deadlines and track progress.

To access the maintenance page

- Click Care Home
- Maintenance and click insert.

After selecting the “Insert” button, the new maintenance job form opens. Once the form has been completed select “Save”.



**New Maintenance Job**

Title Required  
Fridge PAT Test

Type Required  
☐ Repair  
☐ Purchase  
☒ Check

Make  
Bosch

Model  
KTL15NW3AG

Describe the Job  
PAT test to be performed on Fridge in 1st floor kitchen.

**H Save**

Once saved, this entry will now appear on the maintenance list within the unassigned filter

## Managing Maintenance Tasks

Once the initial entry has been completed, you can select the unassigned new job to edit entry. From this form you can:

- Add assignee to a maintenance job by selecting the “Assignee Edit” button.
- Add a review date, add comments.
- The “Update” button will update new information.
- Close Job, which will mark the job as completed.
- Add a date to the review text box, which will set a review date to help keep your maintenance task on track.

### Pat Testing #31 @ Gilbert House

Alan Seymour commented 11 minutes ago:

Pat testing on all portable electrical appliances

Alan Seymour:

Contractors to arrive on 19th

Close and Comment

Comment

Assignee: Gilesgate Electrical Contractors

Type

☐ Repair
 ☒ Purchase

Make

All portable appliances

Model

NA

To be reviewed on

20/06/2018

Update

## Maintenance Filter

The filter menu helps you manage your maintenance jobs.

## Filter Types

- **Unassigned** – shows all maintenance items not yet assigned.
- **Overdue** – shows all maintenance tasks which have exceeded the review date.
- **Active** – shows all maintenance jobs currently active.
- **Closed** - shows all closed jobs.

Maintenance					
<div>+ Insert</div> <div>           FILTER:           <div>             Unassigned             Overdue             <b>Active</b>             Closed           </div> </div>					
Job id	Title	Type	Home	Date	Assignee
44	New conservatory window	Purchase	Gilbert House	16/07/2018	Gilbert Pufal
<div> <div>«</div> <div>&lt;</div> <div>1 / 1 (1)</div> <div>&gt;</div> <div>»</div> </div>					