

# Job tracking

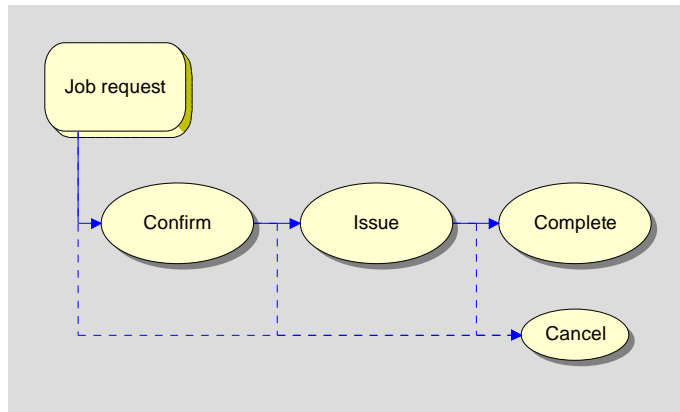
Application note ANM4031

## Was that job done?

With the job tracking module you see which jobs are done - at the touch of a button you get a list of jobs requested, a list of jobs issued and a list of completed jobs - the lists appear on screen and you can print whole lists or partial lists.

Planned and unplanned job details are recorded - so you know the "when, who, why and how" of each job. Valuable experience built up over the years is retained even when staff change or new plant is introduced.

You know who requested a job and when. You know who decided the job should be done and when it was issued. If the job is complete you can see the start and finish times. If a job is cancelled you know who cancelled it and when.



## When the inspector calls

When you are asked "When was that instrument last calibrated?" you know exactly where to find the details - no more relying on memory or rummaging through filing cabinets. You have the records you need for QA, safety, and statutory servicing and inspections - with Mantra doing the "paperwork" for you.



## Cut unnecessary work

When a job is ready for issue you just press a button to confirm it - and when the job is finished you press a button to tell Mantra the job is complete.

The completion date is sent to the planned job scheduler. The date the job is next due is adjusted where appropriate - this prevents items from being over maintained.



## Job history

A job history is instantly available for each item in the asset register. You get a picture of all jobs - planned, unplanned, breakdowns, damage and defects.

As the history of all work done builds up, the information is right in front of you so you make informed decisions about what is costing too much to maintain.



## What you need

The job tracking module requires the asset register together with the job control and planned maintenance module.

If you wish, add the resource control module.



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# Mantra

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MANTRA™ is available from:

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## See also

Job control  
ANM4030

Resource control  
ANM4032