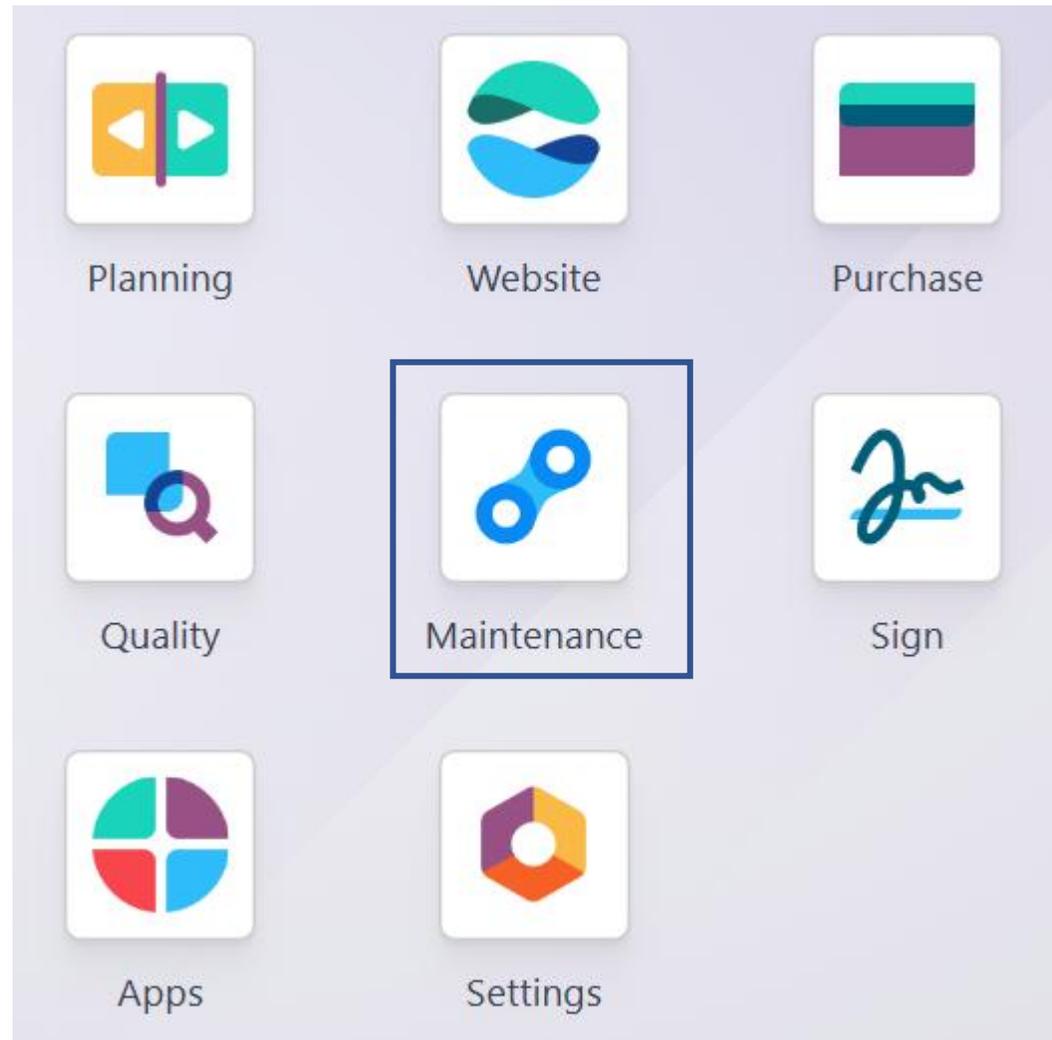


Maintenance



View of Maintenance



Maintenance Dashboard

By clicking on the (:) you are accessible to the main menu

 Maintenance Dashboard Maintenance Equipment Reporting Configuration

Maintenance Teams 

 Search...

Internal Maintenance



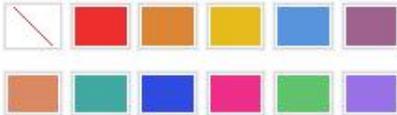
17

Requests

Reporting

- All
- To Do
- In Progress
- Done

Maintenance Requests



Configuration

Maintenance Requests and maintenance Calendar

- New Maintenance Requests
- Computer not working prop
- Maintenance Requests
- Maintenance Calendar

Cancel

New Request In Progress Repaired Scrap

Request

Computer not working properly

Created By **H** Haziq

For Equipment

Equipment Computer

Category Electronic

Request Date 12/26/2024

Maintenance Type Corrective Preventive

Team Internal Maintenance

Responsible Haziq

Scheduled Date 12/27/2024 17:00:00

Duration 02:00 hours

Priority ★★☆☆

Maintenance Teams Maintenance Requests

Team Internal Maintenance x Active x Search...

Week Today December 2024 Week 52

	SUN 22	MON 23	TUE 24	WED 25	THU 26	FRI 27	SAT 28
15:00							
16:00							
17:00						17:00 Computer not working pr...	
18:00							
19:00							
20:00							
21:00							

December 2024 < >

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

Technician Haziq

https://eepc3.ospit.com/web?debug=&reload=true#menu_id=604&action=889

- In Odoo, **equipment** refers to any item that is used in everyday operations, including the manufacturing of products. This can mean a piece of machinery on a production line, a tool that is used in different locations, or a computer in an office space. Equipment registered in Odoo can be owned by the company that uses the Odoo database, or by a third party, such as a vendor in the case of equipment rentals.
- Using Odoo **Maintenance**, it is possible to track individual pieces of equipment, along with information about their maintenance requirements. To add a new piece of equipment, navigate to the **Maintenance** module, select **Equipments** ▶ **Machines & Tools** ▶ **Create**, and configure the equipment as follows:
- **Equipment Name:** the product name of the piece of equipment
- **Equipment Category:** the category that the equipment belongs to; for example, computers, machinery, tools, etc.; new categories can be created by navigating to **Configuration** ▶ **Equipment Categories** and clicking **Create**
- **Company:** the company that owns the equipment; again, this can be the company that uses the Odoo database, or a third-party company
- **Used By:** specify if the equipment is used by a specific employee, department, or both; select **Other** to specify both an employee and a department
- **Maintenance Team:** the team responsible for servicing the equipment; new teams can be created by navigating to **Configuration** ▶ **Maintenance Teams** and selecting **Create**; the members of each team can also be assigned from this page
- **Technician:** the person responsible for servicing the equipment; this can be used to assign a specific individual in the event that no maintenance team is assigned or when a specific member of the assigned team should always be responsible for the equipment; any person added to Odoo as a user can be assigned as a technician
- **Used in location:** the location where the equipment is used; this is a simple text field that can be used to specify locations that are not work centers, like an office, for example
- **Work Center:** if the equipment is used at a work center, specify it here; equipment can also be assigned to a work center by navigating to **Maintenance** ▶ **Equipments** ▶ **Work Centers**, selecting a work center or creating a new one using the **Create** button, and clicking the **Equipment** tab on the work center form

Click on Equipment and create new Equipments

Maintenance Dashboard Maintenance **Equipment** Reporting Configuration

New Equipment ⚙️

Machines & Tools Search...

Computer
Abdullah Fahmi Bin Mohd Feisal

1 Request  

Maintenance Dashboard Maintenance **Equipment** Reporting Configuration

New Equipment
Computer ⚙️

 Maintenance
1

1 / 1 < >

Name

Computer

Equipment Category Electronic

Used By

Department

Employee

Other

Employee Abdullah Fahmi Bin Mohd Feisal

Maintenance Team Internal Maintenance

Technician Haziq

Expiry Date 11/21/2029

Used in location Office

Description

Product Information

Maintenance

Include additional product information

- The **Product Information** tab at the bottom of the form can be used to provide further details about the piece of equipment:
- **Vendor:** the vendor that the equipment was purchased from
- **Vendor Reference:** the reference code assigned to the vendor
- **Model:** the specific model of the piece of equipment
- **Serial Number:** the unique serial number of the equipment
- **Effective Date:** the date that the equipment became available for use; this is used to calculate the MTBF
- **Cost:** the amount the equipment was purchased for
- **Warranty Expiration Date:** the date on which the equipment's warranty will expire

Description	Product Information	Maintenance
Vendor	Hardware	
Vendor Reference	354758	
Model	HP	
Serial Number	4545890	
		Effective Date ? 10/14/2023
		Cost 2,000.00
		Warranty Expiration Date 10/31/2024

Add maintenance details

The **Maintenance** tab includes information that can be useful to maintenance teams:

- **Preventive Maintenance Frequency:** specifies how often maintenance should be performed to prevent equipment failure
- **Maintenance Duration:** the amount of time required to fix the equipment when it fails
- **Expected Mean Time Between Failure:** the average amount of time that the equipment is expected to operate before failing

Description	Product Information	Maintenance
Next Preventive Maintenance	04/11/2024	Expected Mean Time Between Failure [?] 0 days
Preventive Maintenance Frequency	180	days Mean Time Between Failure [?] 0 days
Maintenance Duration [?]	0.00	hours Estimated Next Failure [?] Latest Failure Mean Time To Repair [?] 0 days

Configure the team member of maintenance team

Maintenance Dashboard Maintenance Equipment Reporting Configuration

Save Discard Teams ⚙️

Search []

- Settings
- Maintenance Teams
- Equipment Categories

1-1 / 1 < > [] []

<input type="checkbox"/> Team Name	Team Members
<input type="checkbox"/> Internal Maintenance	Abdul Aziz Bin Misro ✕ Administrator ✕ Amirah Zakiah Binti Mohamed Nor ✕

Configure the category of your equipment

New Equipment Categories ⚙️

Search...

1-1 / 1 < > ☰ 🖼️

<input type="checkbox"/> Name	Responsible
<input type="checkbox"/> Electronic	Haziq

New Equipment Categories
Electronic ⚙️

Equipment 1 Maintenance 1

Category Name
Electronic

Responsible Haziq

Email Alias ? @ e.g. domain.com

Comments

Set the email that will receive the notification