

In the Work Orders, Actions menu see "Fix PM Work Orders". This menu provides fixes from data entry or PM task changes.

- Fix Scheduled Date Too Early

When PM Tasks are setup, the first scheduled date is determined from the "PM Start Date". The "Scheduled" dates for the first work orders may not seem reasonable, because the "new" PM Task schedules from a beginning date. This utility changes the Scheduled date to the same as the Completed date. Only the first PM work order for each frequency is changed.

- Tag WOs not related to a current PM task

If you change a Craft, Frequency or Reading Interval, the latest Preventive work order for every component with the same PM Group is changed to keep its relation to this task. This prevents rescheduling when the task was already completed with the original Craft, Frequency, or Reading Interval.

Preventive work orders before the latest are not changed, but remain as history of the completed task with the old Craft, Frequency or Reading Interval. This utility shows mostly work orders that are not related due to these changes.

- Remove duplicate PM Task from Description

The button "Copy PM Task to Description" was added by request for users who want to copy, then edit part of the PM task in a work order description. PM Tasks are not normally copied to the work order description. PM Tasks print with work orders by relation to the PM task. The work order description is only intended for extra comments for that completed PM.

If the "Copy PM Task..." button has been pressed and saved without editing, the PM task will print duplicated. To remove this duplicate description, run "Remove duplicate PM Task from Description".

1. Tag work orders. - Tags work orders with duplicate PM task in Description.
2. Untag to not remove. - Untag work orders that you want to keep the duplicate.
3. Remove – Remove the duplicate from the tagged work orders.
4. Run 1. again to check if any remain.



If you need to keep an exact historical record that shows the PM tasks at the time of completing PM, print to file the report "Completed PM Work..." in Component PM.

