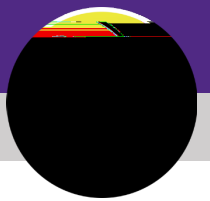

Preventive Maintenance

CREATE A NEW JOB PLAN

VERSION 1.1
UPDATED 03/04/2022

CREATE A NEW JOB PLAN

DOCUMENT SUMMARY

This job guide provides step- by-step instruction for adding new Job Plan in Facilities Connect.

The purpose of this document is to serve as guided reference and/or new hire training on Facilities Connect functionality.

VERSION INFORMATION (THIS DOCUMENT)

Version 1.1 Release Date 03/04/2022

Owner NU Facilities

Version Notes This is the original version of the document; content within represents delivered system functionality at Building Equipment Assets go -live

Most Recent Æ

Version	Release Date	Action	Owner
1.1	03/04/2022	Updated	NU Facilities
1.0	11/15/2021	Created	NU Facilities
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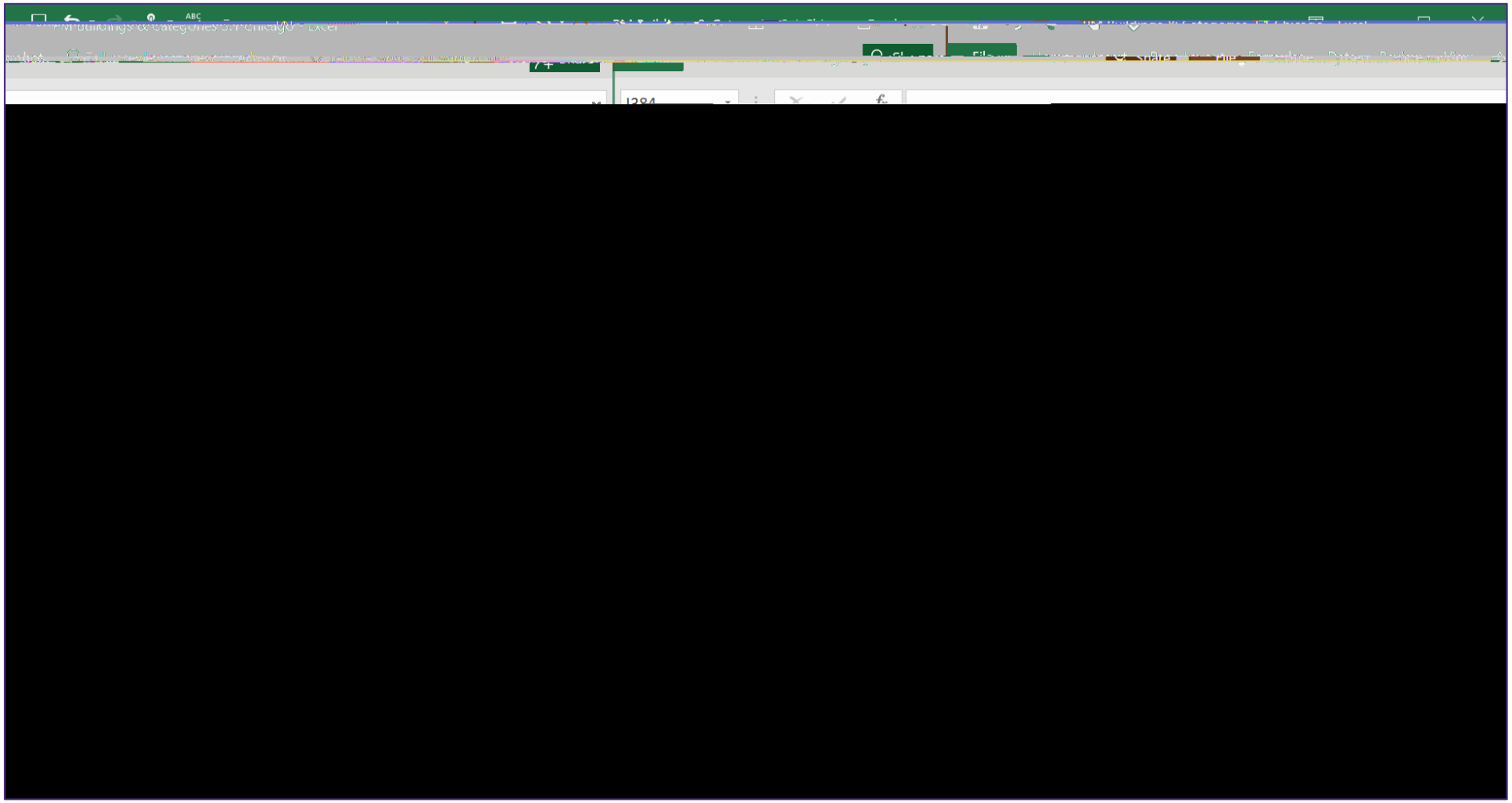
3 GETTING STARTED

™ Before you begin on Facilities Connect , you will need to access the PM Buildings and Categories master list. This guide will refer to the list throughout the instructions.

™ In order to create Job Plans as outlined in this job guide, the user must :

a) Possess the Asset Manager role and responsibilities



X PROCESS

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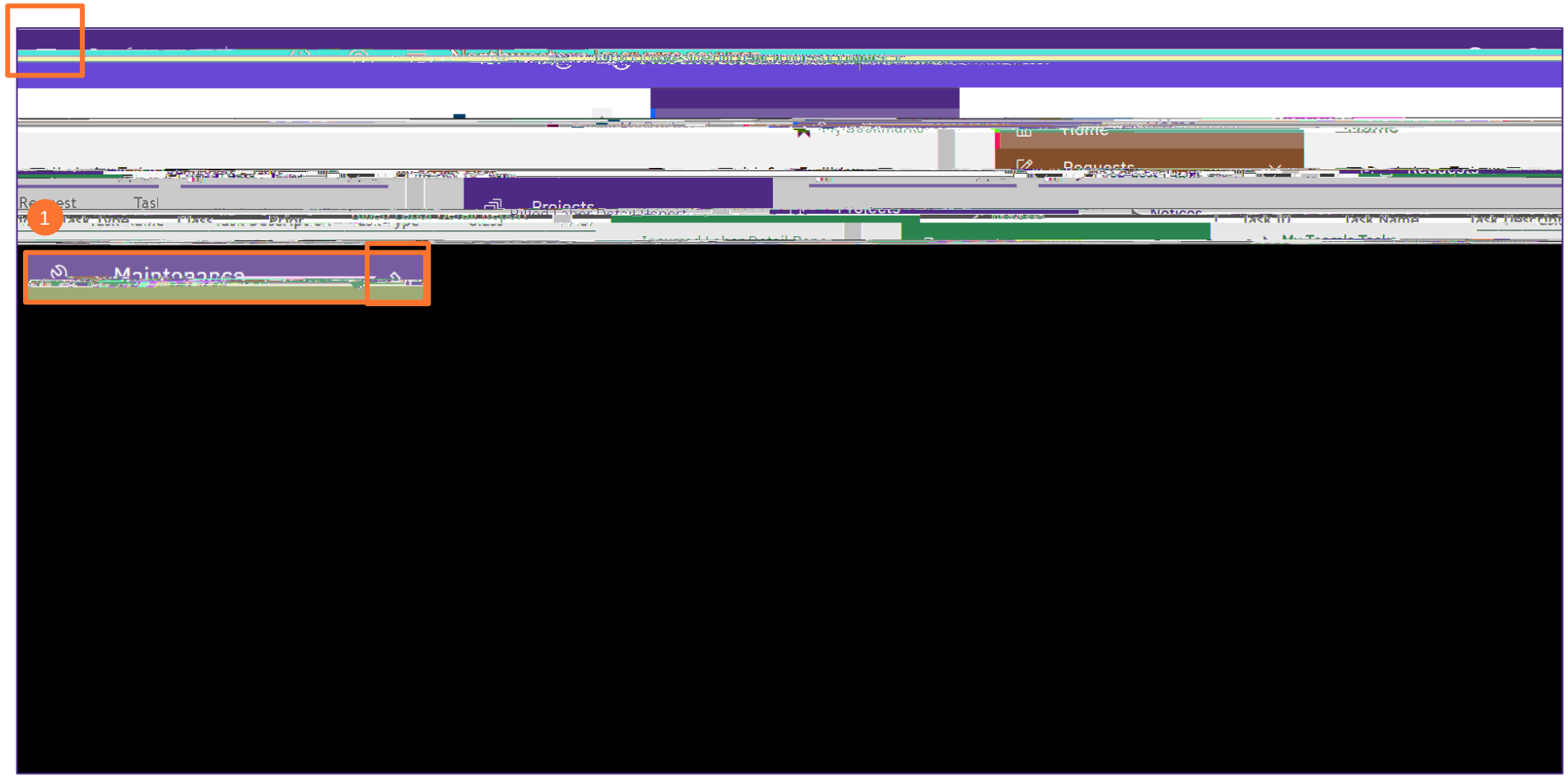
3 PROCESS

1) Once you have the PM Buildings and Categories list for the correct campus, you can begin the steps in Facilities Connect.

   Click on the drop now next to the Maintenance section in the hamburger menu of the Facilities Connect Home Screen.



X INFORMATION

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