



# PREVENTIVE MAINTENANCE JOB PLANS: AD HOC WORK TASKS

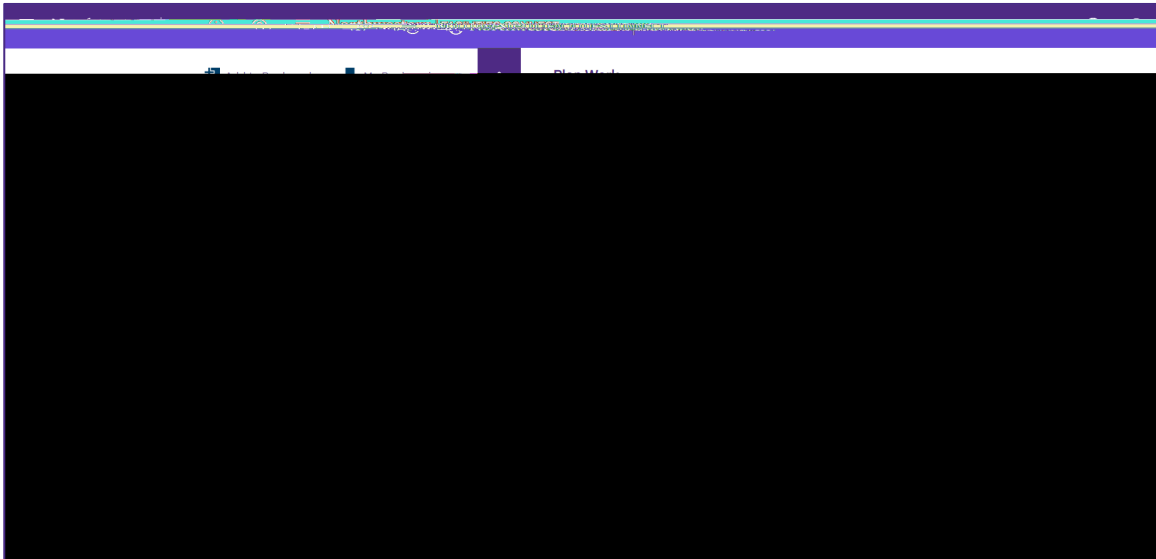
Provides guidance for adding ad hoc work tasks to an Active Job Plan on Facilities Connect desktop.

## DIRECTIONS:

**1** From the Plan Work screen, locate the Job Plan that you want to edit:

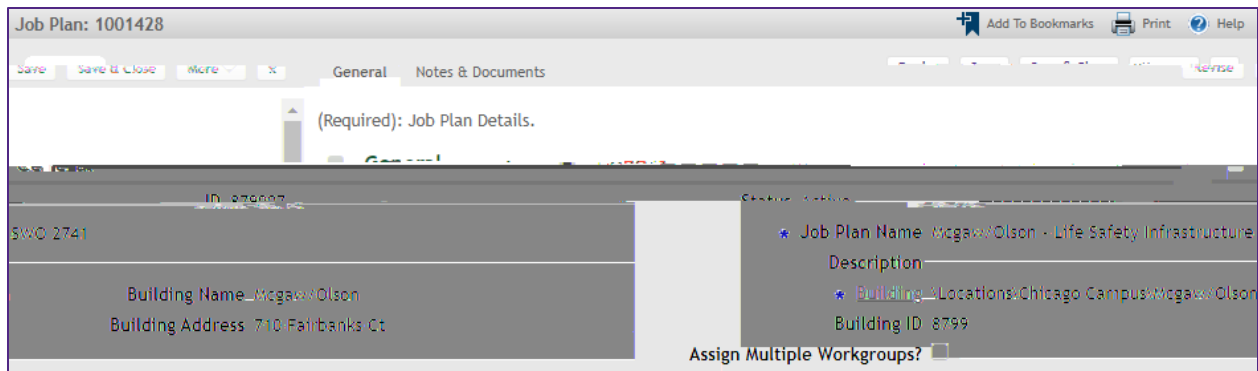
**1a** Enter **key words** into the column search boxes.

Click on the **Job Plan** to open it.



**2** Upon clicking, the Job Plan will open in a new window:

Click on **Revise** to edit the Job Plan.



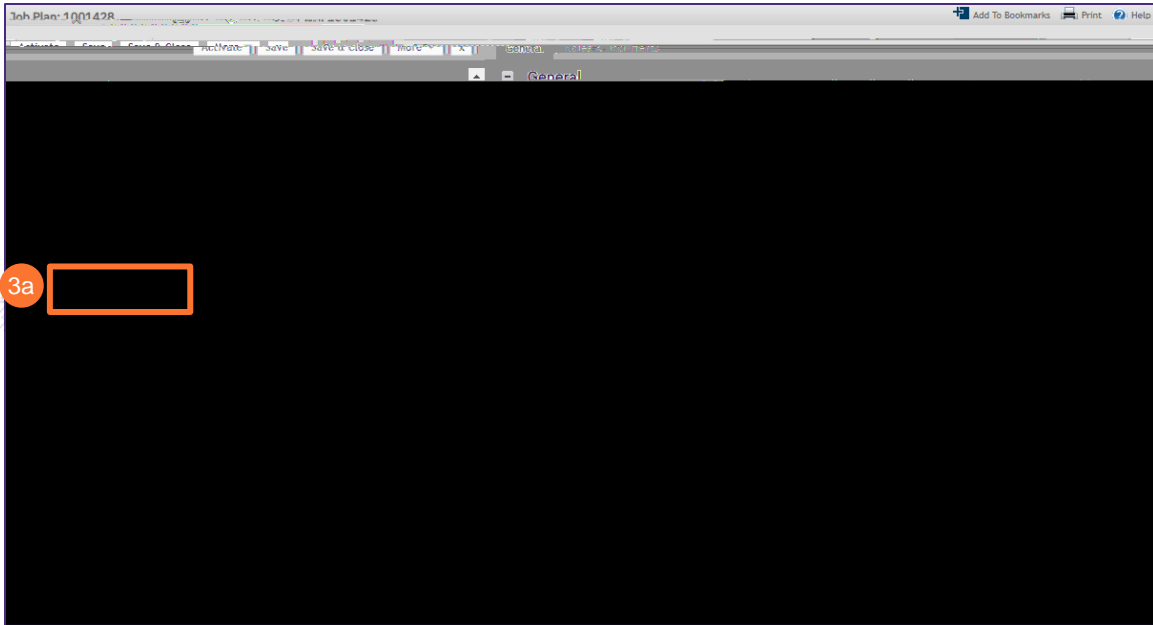


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## DIRECTIONS:

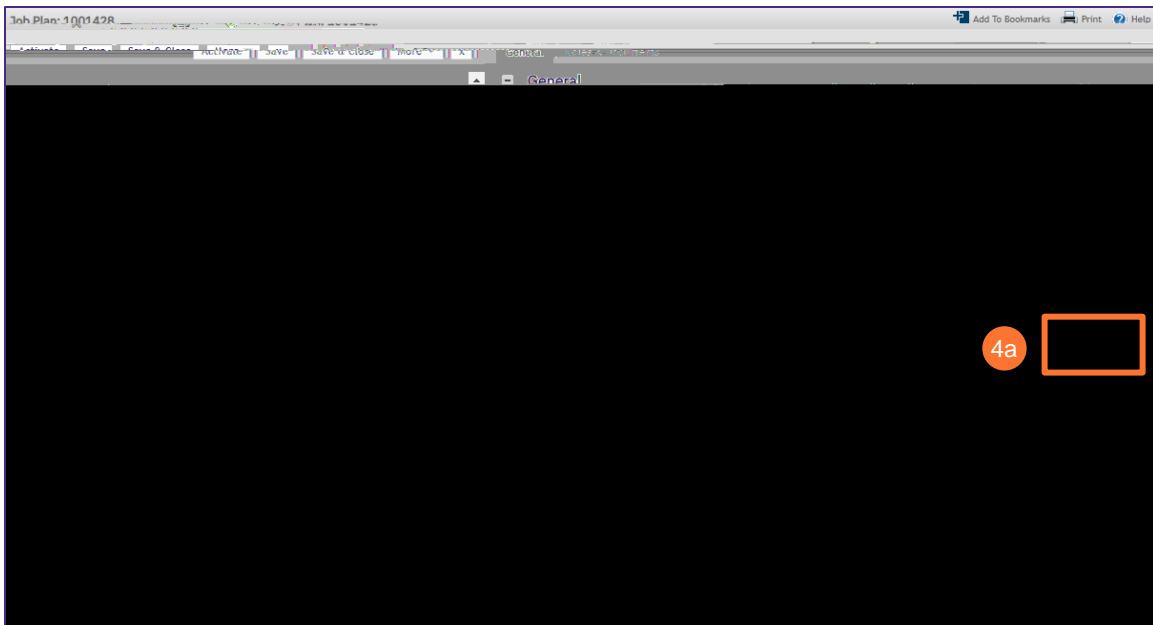
**3** Once the Job Plan is in the Revise stage:

**3a** Click on the [PM Schedules](#) sub-tab.



**4** On the PM Schedule tab:

**4a** Click on the [Add](#) button.







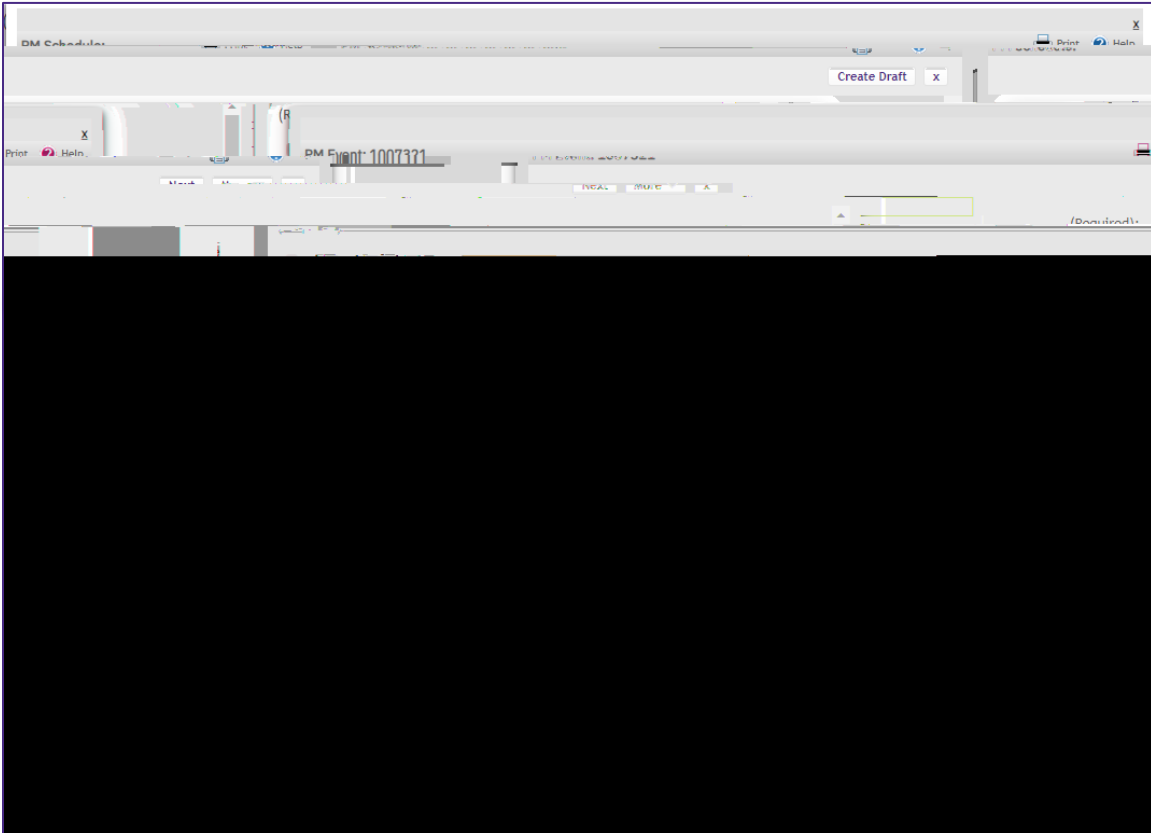
DIRECTIONS:

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Upon clicking, PM Event window will open:

Enter the Start Date by using the [calendar](#) button.

Click on the [Ad hoc](#) radio button.





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## DIRECTIONS:

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If you need to add multiple Ad Hoc Work Tasks:

Utilize the [Also Schedule On](#) section to add multiple dates on which the same Ad Hoc Work Task will occur.

