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How to Add Maintenance Activities

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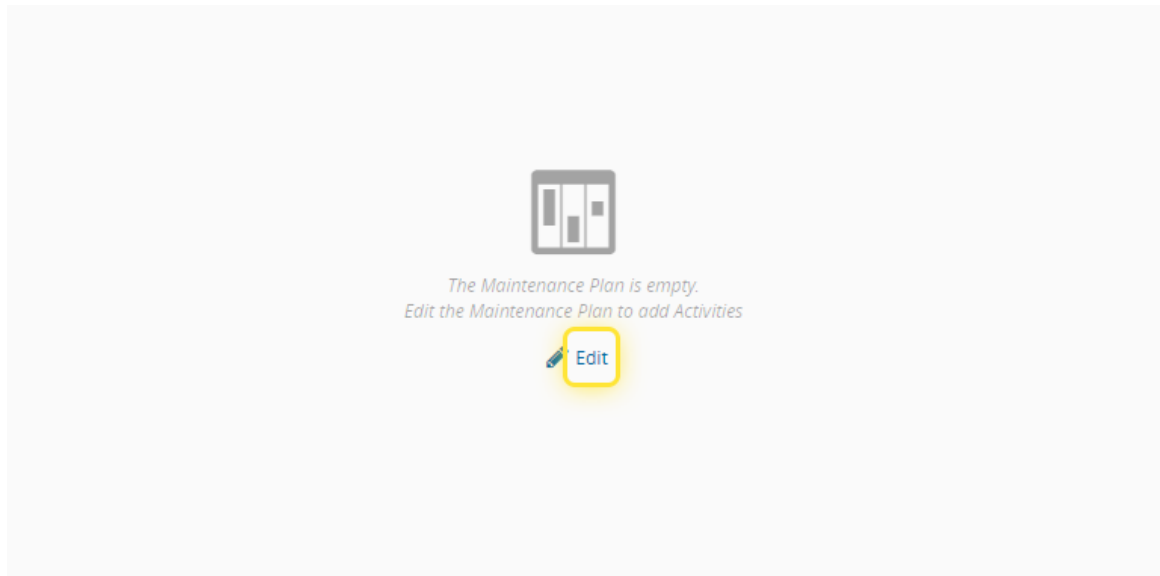
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How to Add Maintenance Activities

1. Adding Maintenance Activities

Open a Maintenance Plan:

In the **Maintenance Plan** , find the **Edit** button on the center of the page and select on it.



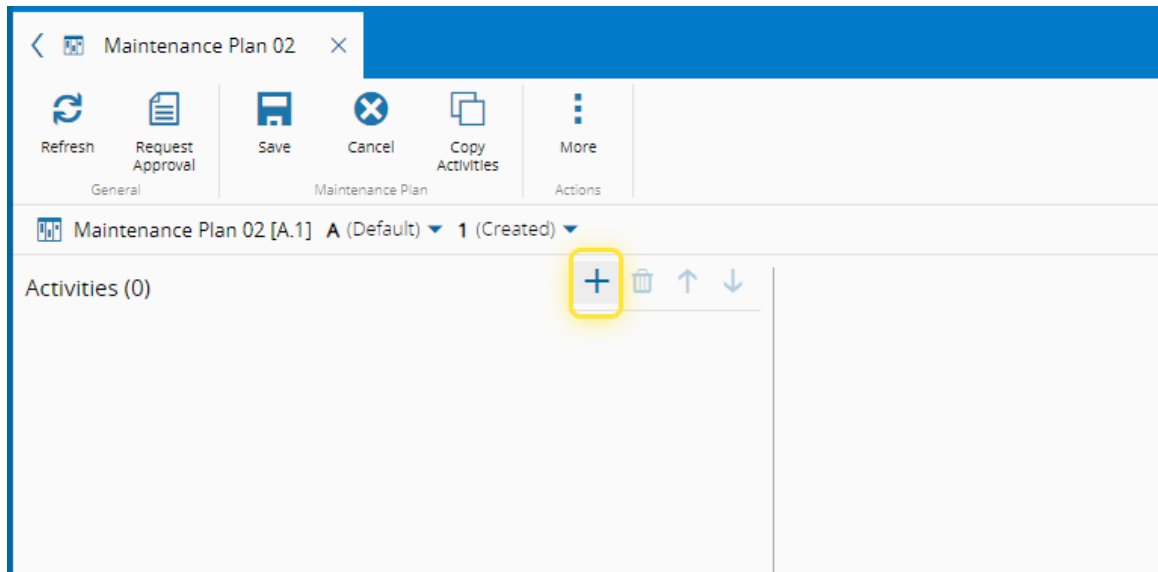
i Info

If the **Maintenance Plan** already has activities, you might not see this screen. If that's the case, proceed to the second step.

2. Add Activity:

Add a new activity:

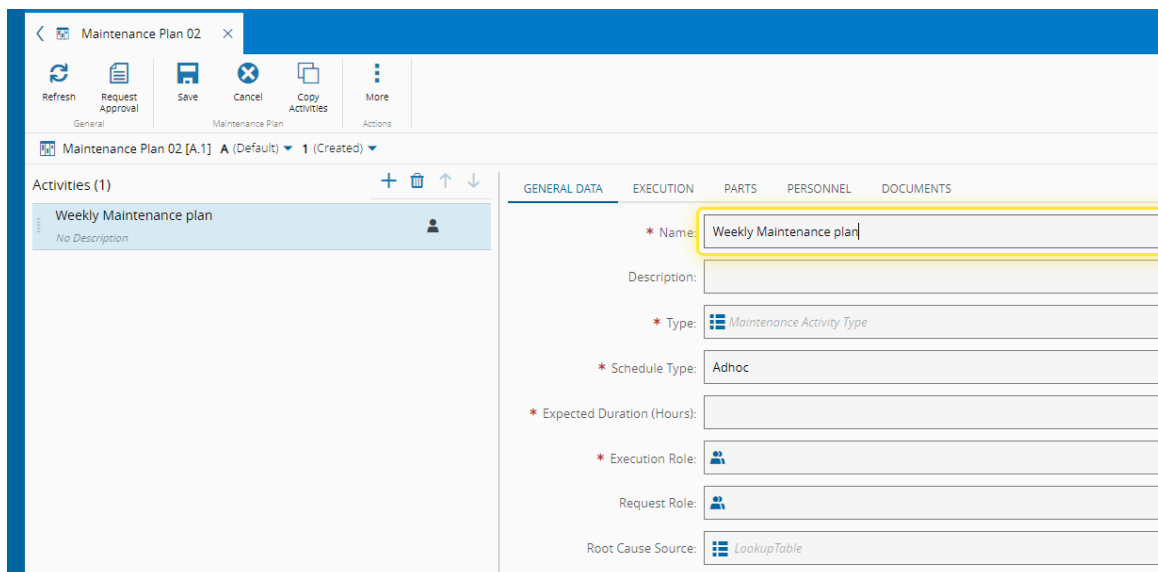
After selecting **Edit** , look for a + button. Selecting this will make a new set of options available on the right-hand side of the screen.



3. Activity Details

Fill in the Activity Details:

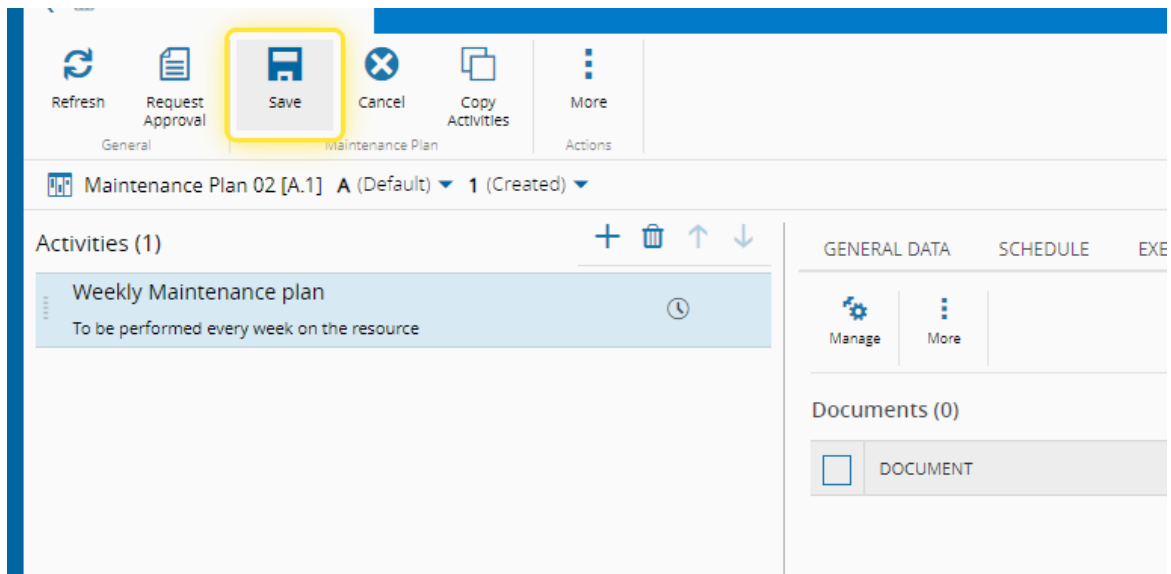
In this newly opened section, you'll see various tabs containing details that need to be filled out. These include: **General, Execution, Parts, Personnel** and **Documents** .



4. Save

Save the Activity Details:

Once you have filled in the **Activity Details** , select on the **Save** button to store the information.



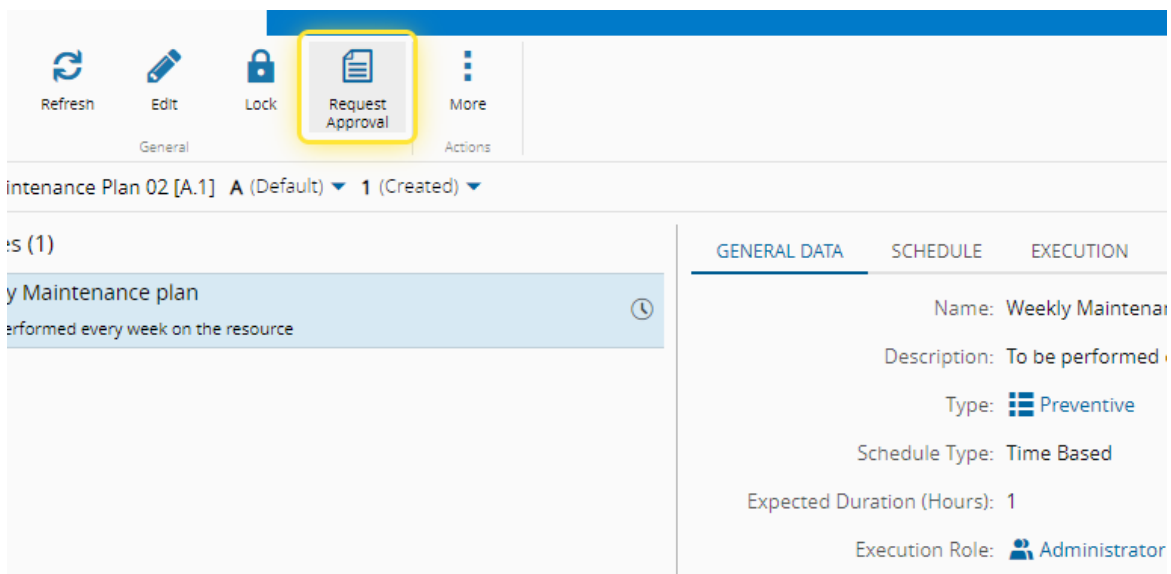
Info

Here you can add as many activities as you want before saving it. However, once the plan is finalized, you won't be able to make any further changes to this version.

5. Request Approval

Request Approval :

To make the **Maintenance Plan** effective, select on the **Request Approval** button, on the top left-hand side of the page.



Info

Once the plan is made effective, you will be able to associate it with a resource, which will automatically generate a maintenance instance. This will allow you to carry out maintenance activities according to the predefined schedule set by the plan.



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