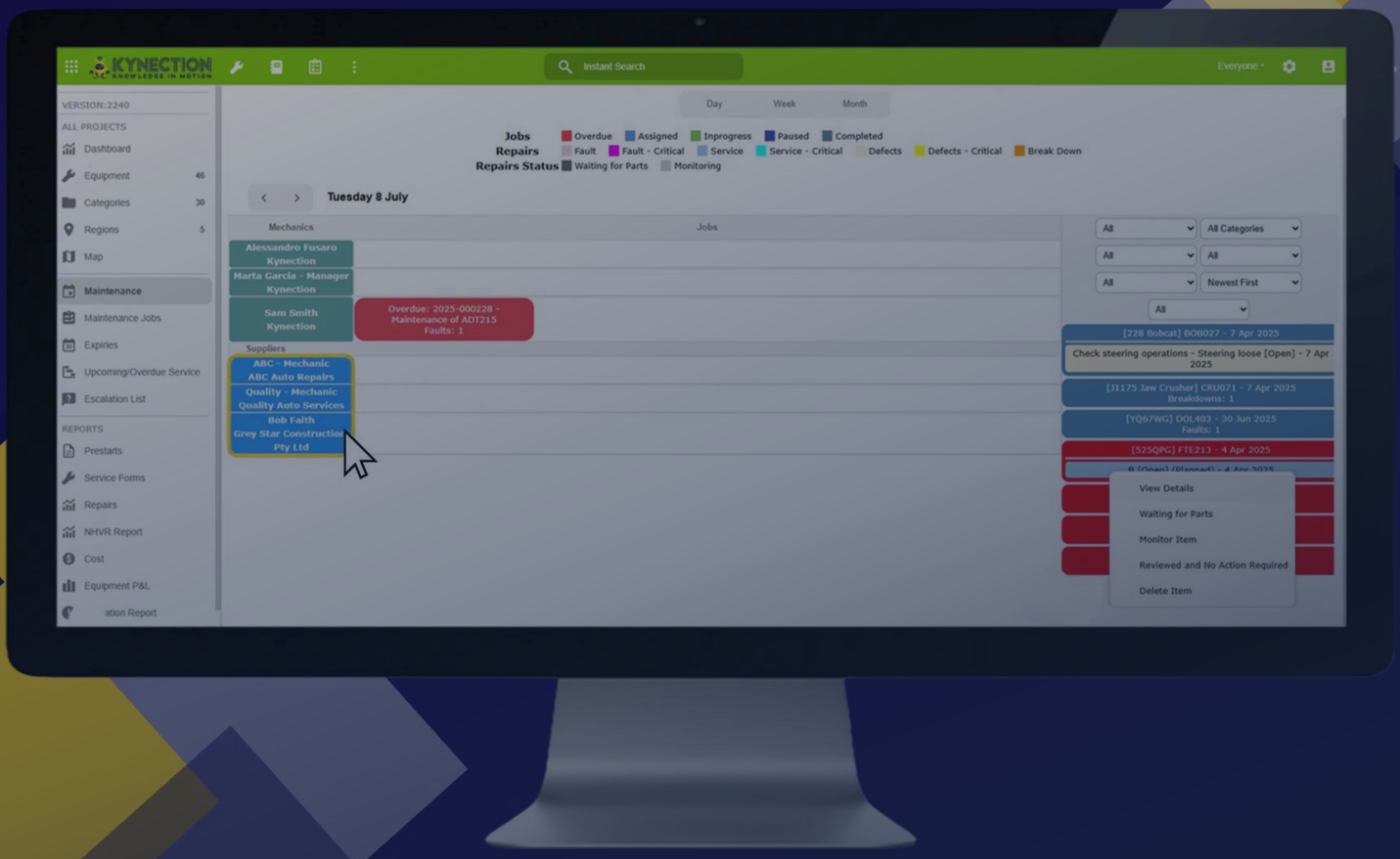




KYNECTION
KNOWLEDGE IN MOTION

FEATURE GUIDE

KYNECTION • ASSET MANAGEMENT (GEAR) • PART 13 OF THE MAINTENANCE MODULE

Using the *Maintenance Scheduler*

The planner's view. Reading the job list and scheduler, filtering it, dragging work onto a mechanic or an external supplier, and closing out a supplier job so its service reminders reset.

4 CHAPTERS

1 MIN 10 SEC

MAINTENANCE

WEB USERS • MAINTENANCE PLANNERS

FEATURE GUIDE • 1 MIN 10 SEC

What this feature covers

Four stages, twelve steps: the job list and its filters, allocating work by drag and drop, the job's own repair detail, and finalising a supplier job.

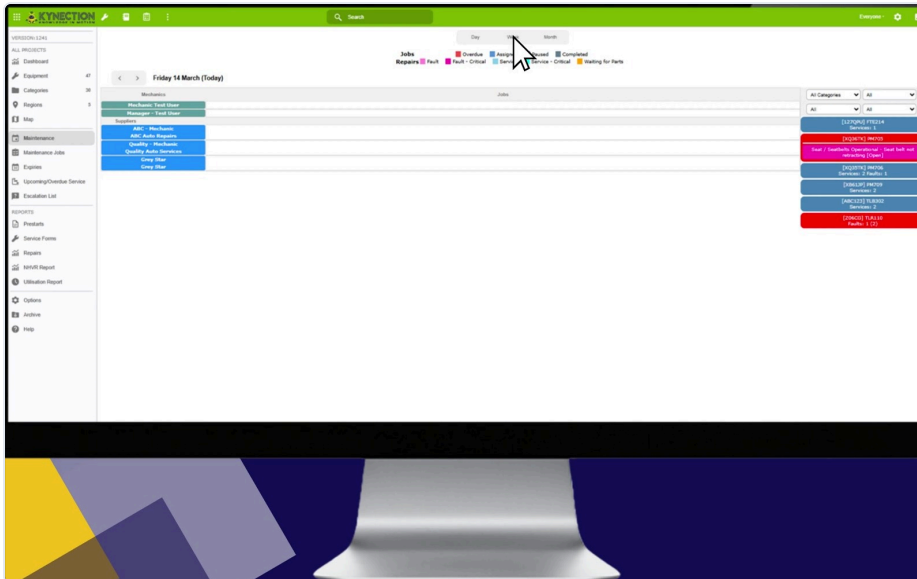
CH 01	Read the job list and scheduler The scheduler is a week view with the outstanding work listed down the side.	00:00–00:13
CH 02	Allocate the work Jobs are dragged from the list onto a mechanic or an external supplier.	00:13–00:25
CH 03	Read the job detail An allocated job carries its repairs, forms, location and action menu.	00:25–00:40
CH 04	Finalise a supplier job Closing out external work is what resets the service reminders.	00:40–01:10

- **Supplier jobs must be closed out.** Work done by an external supplier still has to be finalised in Kynection, or the service reminders never reset and the asset looks overdue.
- **The odometer here wins.** A reading entered on the repair form overrides anything captured on a pre-start.
- **Scheduled and optional sit together.** A job opens showing what was booked for today alongside other work available on the same asset, so a visit can be made worthwhile.

READ AS Screens are captured from the walkthrough video on this page at the timestamp shown on each step. Values such as job numbers, equipment codes and dates are demonstration data.

Read the job list and scheduler

The scheduler is a week view with the outstanding work listed down the side.

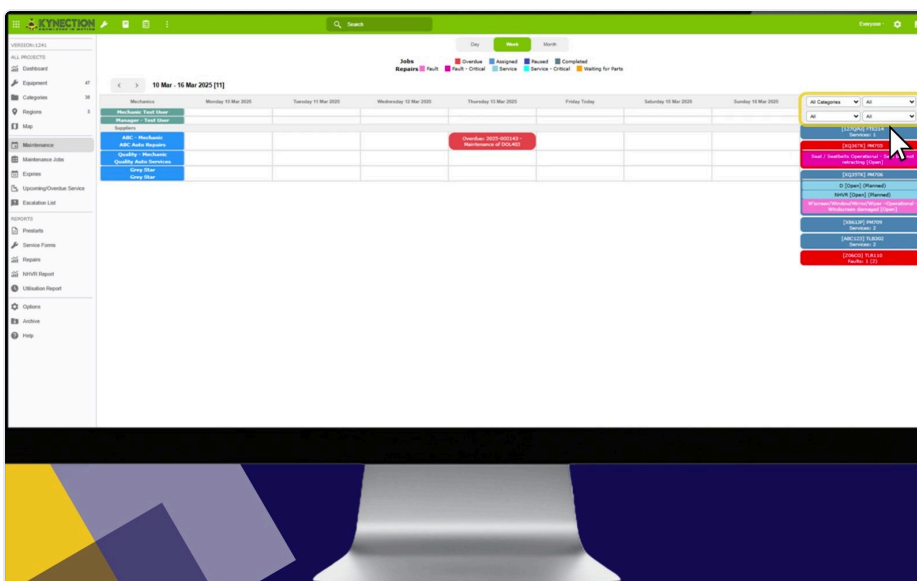


STEP 1 • 00:00 IN THE VIDEO

Open the scheduler

The scheduler shows the week across the top with jobs colour coded by status: overdue, assigned, critical, serviced, completed and waiting for parts.

CHAPTER 01 • STEP 1 OF 3



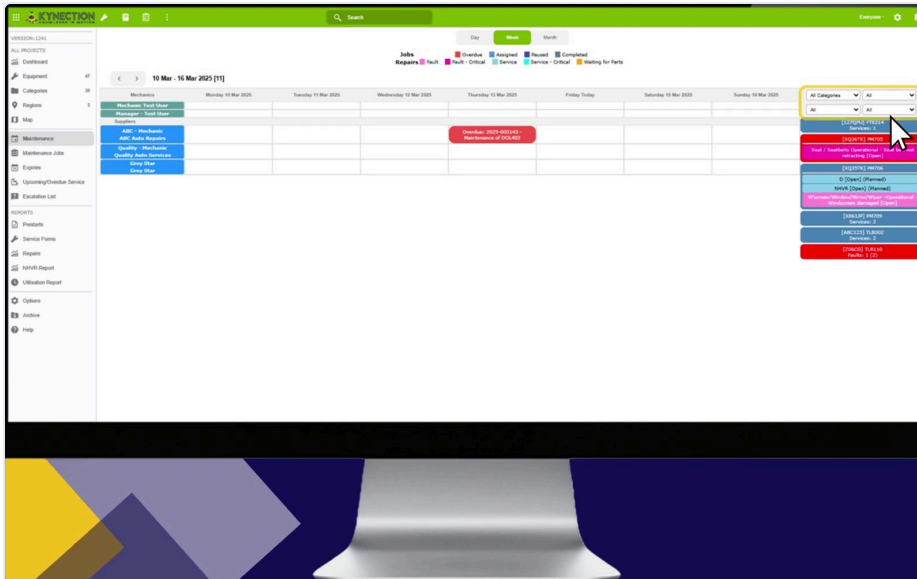
STEP 2 • 00:10 IN THE VIDEO

Expand a job

Expanding an item in the job list shows the specific jobs due against that equipment.

CHAPTER 01 • STEP 2 OF 3

Read the job list and scheduler



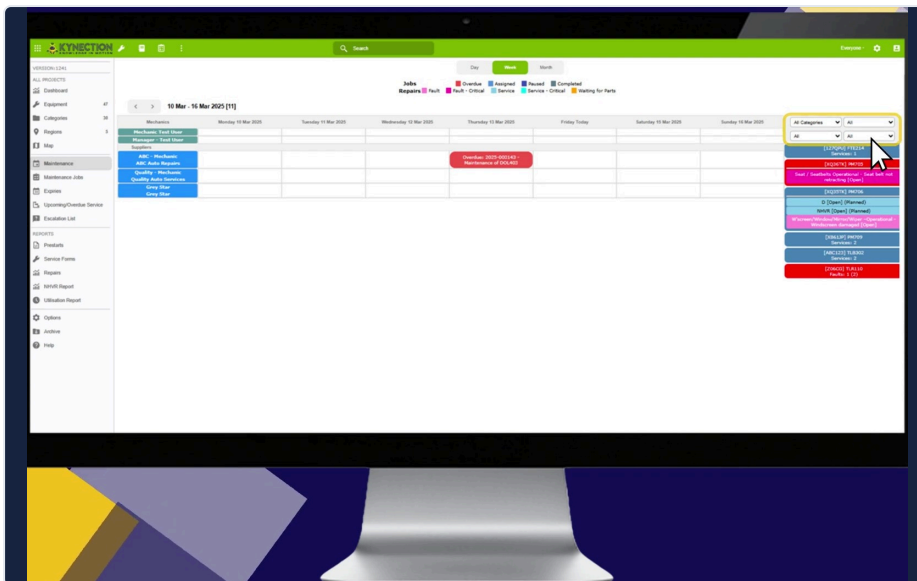
STEP 3 • 00:11 IN THE VIDEO

Filter the list

The job list filters narrow what you are allocating from, which matters when the backlog is long.

Allocate the work

Jobs are dragged from the list onto a mechanic or an external supplier.

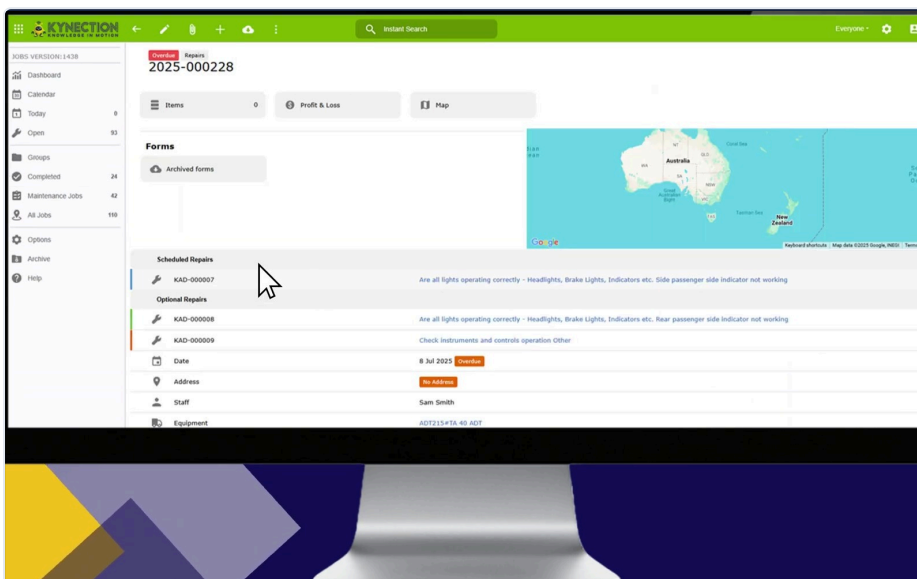


STEP 1 • 00:12 IN THE VIDEO

Read the week view

Jobs sit across the week colour coded by status, so the shape of the workload reads before you allocate anything. The category and status filters sit down the right.

CHAPTER 02 • STEP 1 OF 2



STEP 2 • 00:29 IN THE VIDEO

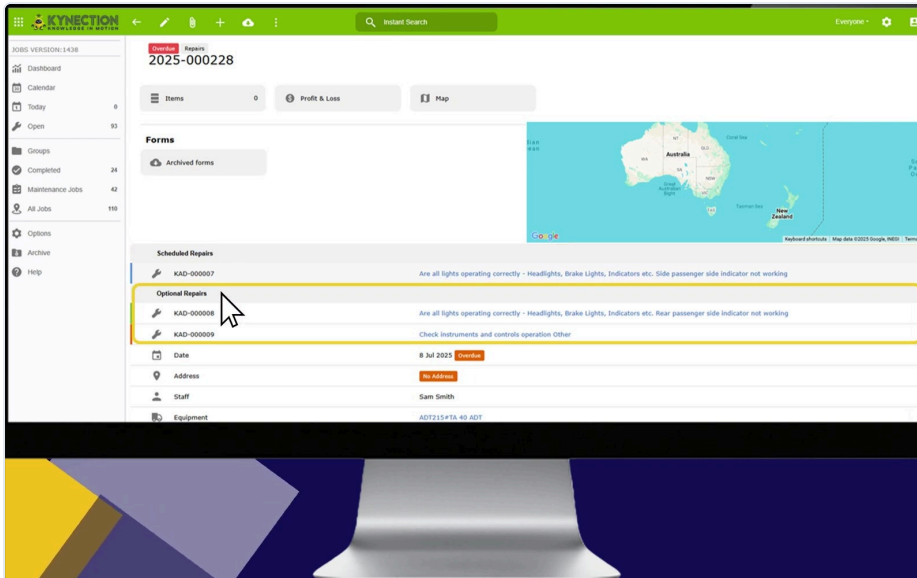
Open an allocated job

Opening a job from the planner shows its record: the repairs against it, the forms attached, and the site mapped.

CHAPTER 02 • STEP 2 OF 2

Read the job detail

An allocated job carries its repairs, forms, location and action menu.

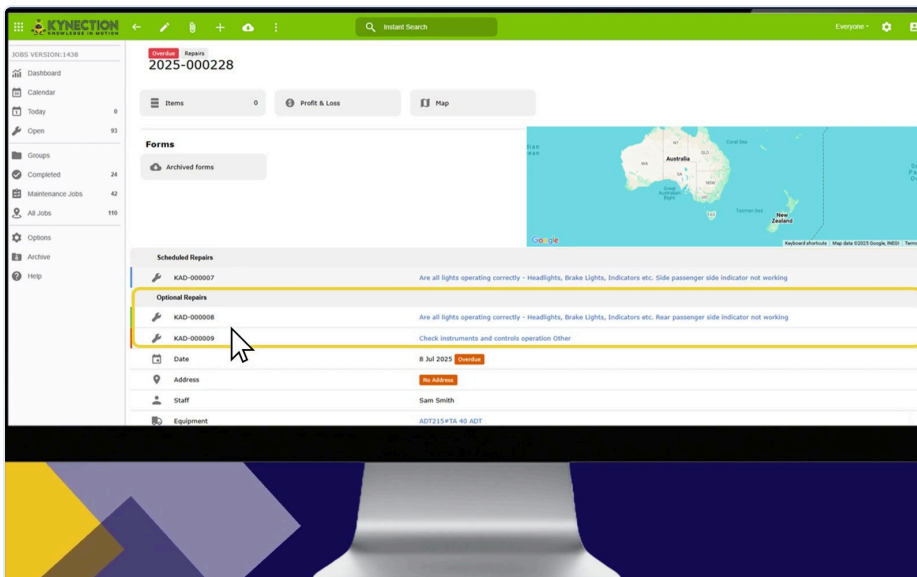


STEP 1 • 00:32 IN THE VIDEO

Read the repairs

The job lists its scheduled repairs and optional repairs with their fault descriptions, alongside the date, staff, address and equipment.

CHAPTER 03 • STEP 1 OF 3



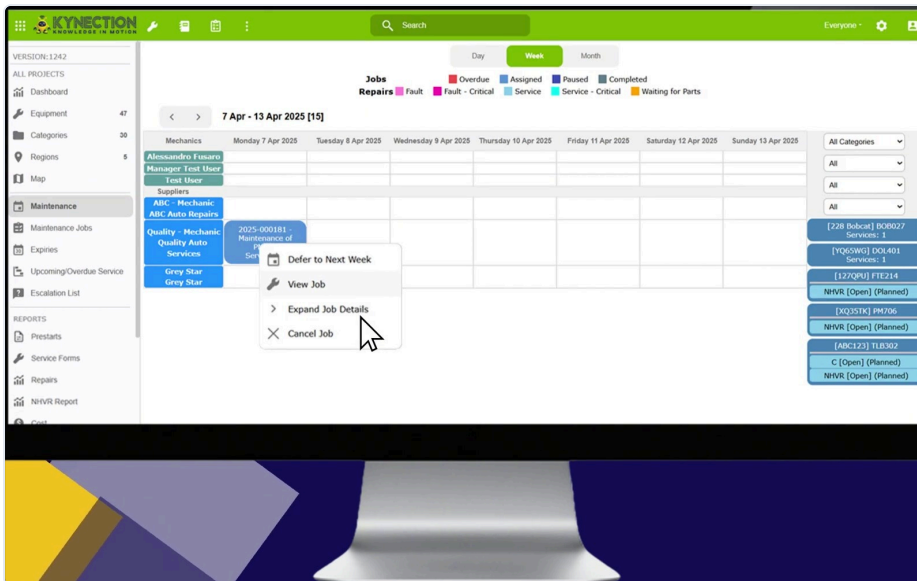
STEP 2 • 00:34 IN THE VIDEO

Read scheduled against optional

Scheduled repairs are what was booked. Optional repairs are other work available on the same asset, which is how one visit covers more than one fault.

CHAPTER 03 • STEP 2 OF 3

Read the job detail



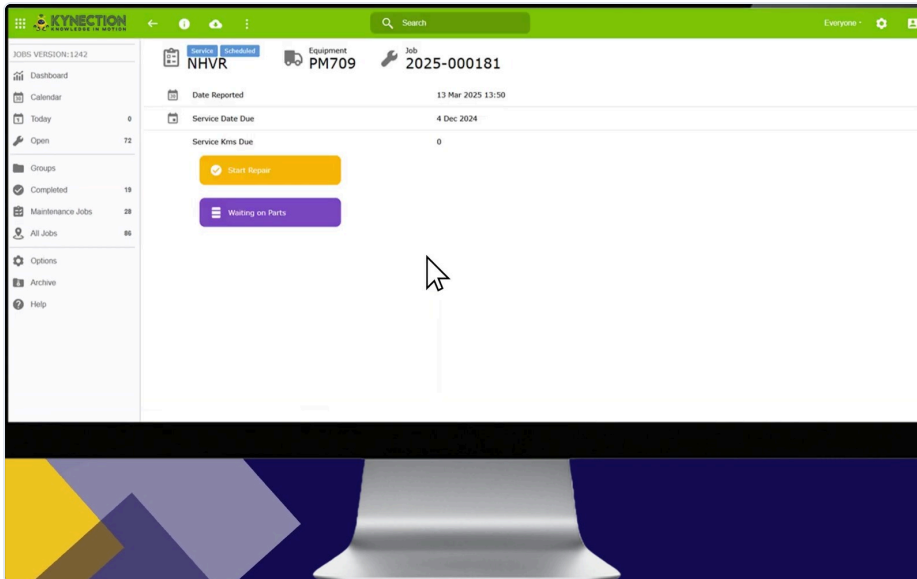
STEP 3 • 00:42 IN THE VIDEO

Use the action items

Left-clicking a scheduled job gives **Defer to Next Week**, **View Job**, **Expand Job Details** and **Cancel Job**.

Finalise a supplier job

Closing out external work is what resets the service reminders.

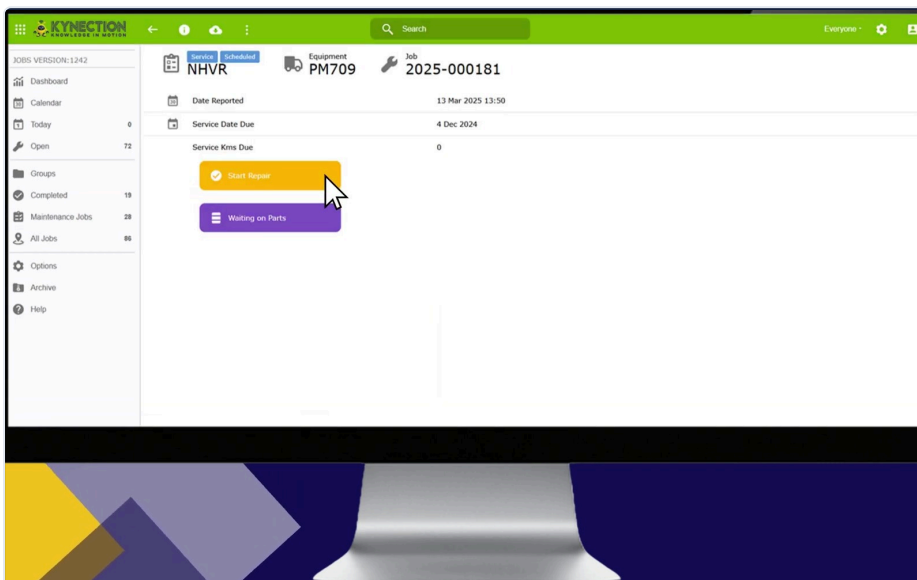


STEP 1 • 00:51 IN THE VIDEO

Open the supplier job

Jobs completed by service suppliers still need closing out in Kynecton. Open the scheduled job to begin.

CHAPTER 04 • STEP 1 OF 4



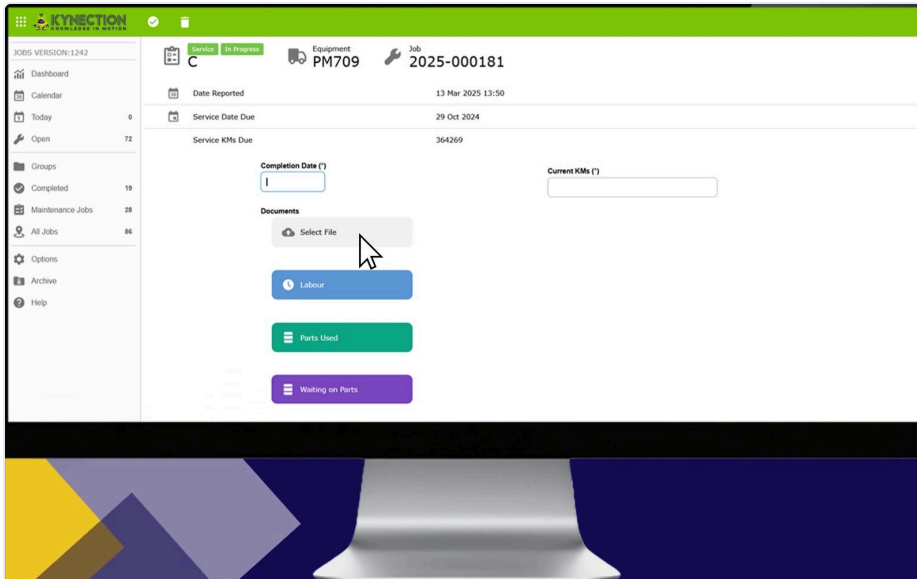
STEP 2 • 00:54 IN THE VIDEO

Start the repair

Select **Start Repair** to begin, or **Waiting on Parts** where the work is paused because parts are not available.

CHAPTER 04 • STEP 2 OF 4

Finalise a supplier job

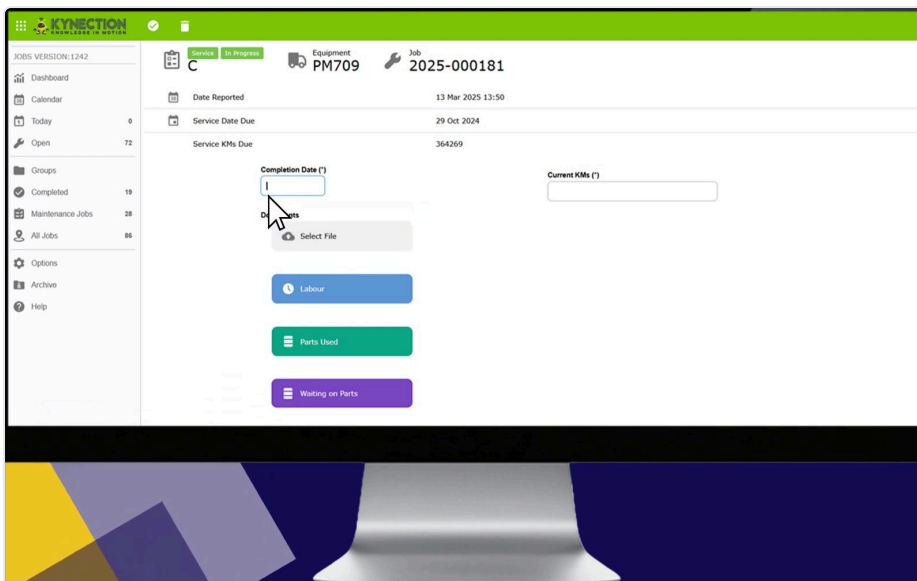


STEP 3 • 01:06 IN THE VIDEO

Enter completion date and odometer

The job takes the repair completion date and current kilometres. The odometer reading recorded here overrides any reading taken on a pre-start.

CHAPTER 04 • STEP 3 OF 4



STEP 4 • 01:10 IN THE VIDEO

Upload the documentation

Supplier service documentation is attached with **Select File**, which is what makes the compliance record complete.

CHAPTER 04 • STEP 4 OF 4

Where to go next

Part 13 completes the maintenance module. The rest of the series covers equipment records, repairs, services and reporting.

BACK TO PART 12

Fleet compliance and financial reporting

<https://www.kynection.com.au/knowledge-base/asset-management/part-12-fleet-compliance-and-financial-reporting-with-kynection-maintenance-module/>

ASSET MANAGEMENT KNOWLEDGE BASE

Every guide in the maintenance module, mobile and web

<https://www.kynection.com.au/knowledge-base/asset-management/>

MORE IN THIS MODULE

PART 07 Master equipment management (module overview)

</knowledge-base/asset-management/part-7-master-equipment-management-with-kynection-maintenance-module/>

PART 08 Configure expenses and revenue

</knowledge-base/asset-management/part-8-configuring-expenses-and-revenue-with-kynection-maintenance-module/>

PART 09 Execute and complete repair jobs

</knowledge-base/asset-management/part-9-executing-and-completing-repair-jobs-with-kynection-maintenance-module/>

PART 10 Navigate and manage the equipment dashboard

</knowledge-base/asset-management/part-10-navigating-and-managing-the-equipment-dashboard-in-kynection-maintenance-module/>

PART 11 Set up and configure services

</knowledge-base/asset-management/part-11-setting-up-and-configuring-service-with-kynection-maintenance-module/>

PART 12 Fleet compliance and financial reporting

</knowledge-base/asset-management/part-12-fleet-compliance-and-financial-reporting-with-kynection-maintenance-module/>
