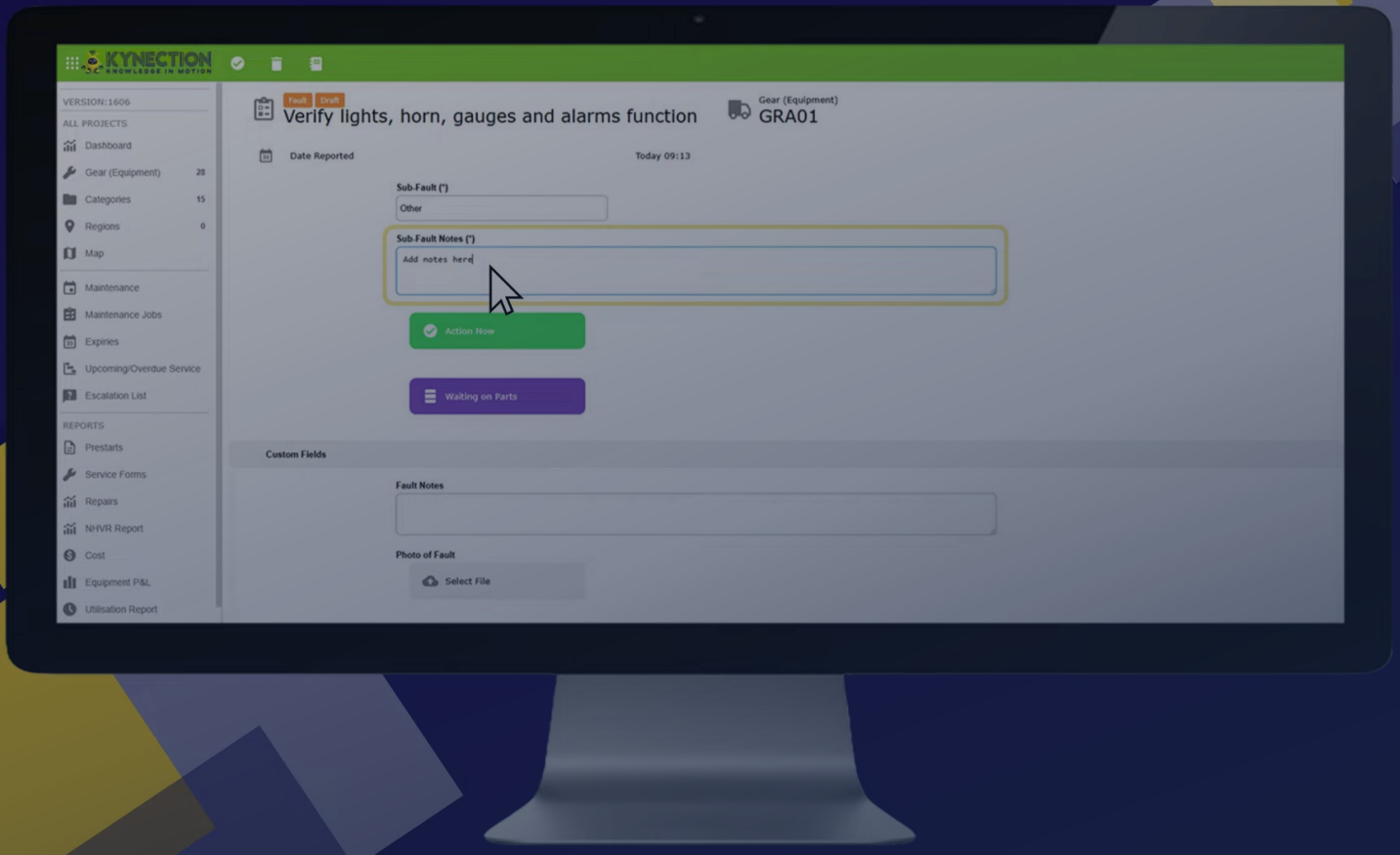




KYNECTION
KNOWLEDGE IN MOTION

FEATURE GUIDE

KYNECTION • ASSET MANAGEMENT (GEAR) • PART 9 OF THE MAINTENANCE MODULE

Executing and Completing *Repair Jobs*

Working a repair job through to close-out on the web: the service form, faults raised from it, labour and parts, the waiting-on-parts pause, and the oversight screens that catch what slips.

4 CHAPTERS

3 MIN 21 SEC

MAINTENANCE

WEB USERS • ADMINISTRATORS

FEATURE GUIDE • 3 MIN 21 SEC

What this feature covers

Four stages, ten steps: filling out the service form, signing it off, recording expenses, closing the job, and then the expiry, upcoming service and escalation screens.

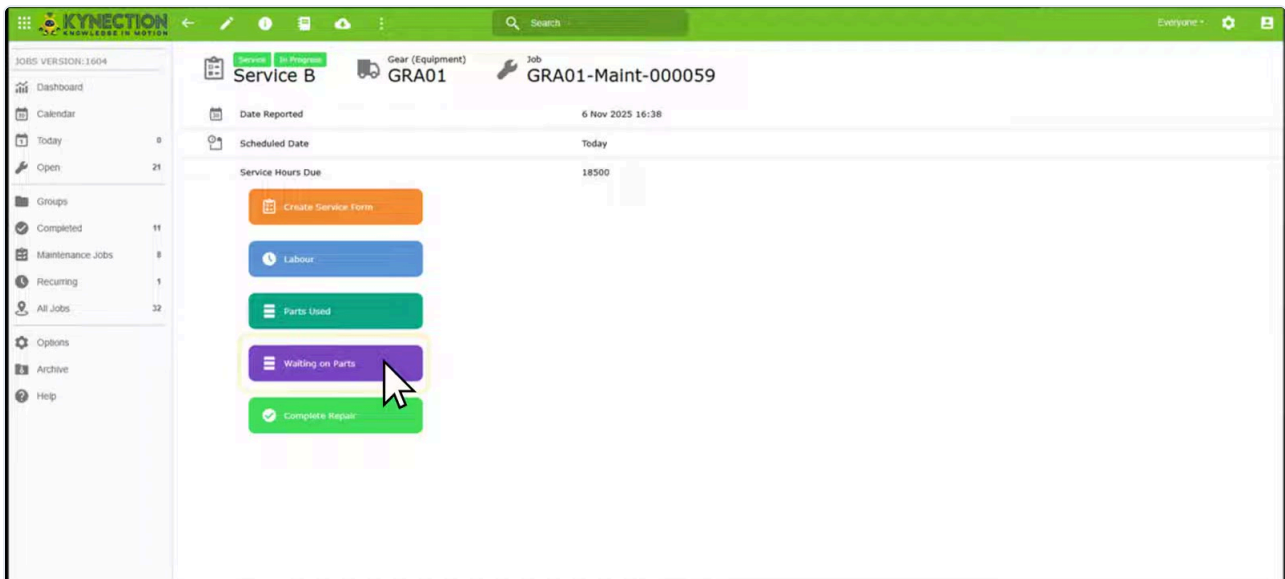
CH 01	Work the service form Labour, parts used and waiting on parts are available at any stage of the service, not just at the end.	00:00–00:42
CH 02	Sign off and record labour Labour can link to timesheets for verification and approval, and gives you comparable data on supplier services.	00:42–01:31
CH 03	Parts, pauses and completion A paused repair keeps its parts-on-order detail, and restarts rather than starts.	01:31–02:24
CH 04	Expenses, expiries and escalation Three oversight screens: what the work cost, what is about to expire, and what has been sitting too long.	02:24–03:21

- **A fault must be submitted.** Whether you complete the fault or leave it open, it has to be submitted before the service can be completed.
- **Approval closes the job.** After **Mark Complete** the job is ready for approval, and once approved it is marked as closed. Change the date to the actual service date before saving.
- **No interval, no forecast.** The upcoming service table will not calculate the next service if an interval has not been configured. That is deliberate, so nothing is falsely flagged overdue.

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

Work the service form

Labour, parts used and waiting on parts are available at any stage of the service, not just at the end.

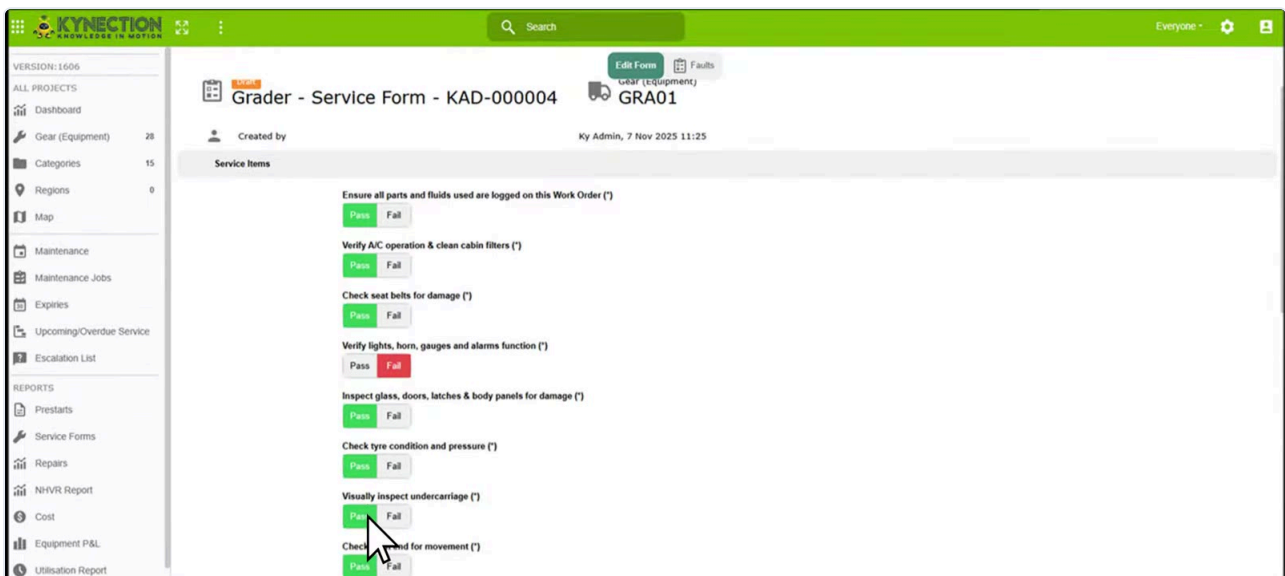


STEP 1 • 00:05 IN THE VIDEO

Open the job and create the service form

The **Labour** and **Parts Used** buttons record expenses against the equipment, and **Waiting on Parts** can be selected at any stage of the service. Select **Create Service Form** to start recording the service details.

CHAPTER 01 • STEP 1 OF 3



STEP 2 • 00:14 IN THE VIDEO

Pass or fail each item

Complete the service by tapping the **Pass** or **Fail** buttons against the service items. Fail opens a sub form to record the fault.

CHAPTER 01 • STEP 2 OF 3

Work the service form

VERSION:1606

ALL PROJECTS

Dashboard

Gear (Equipment) 28

Categories 15

Regions 0

Map

Maintenance

Maintenance Jobs

Expenses

Upcoming/Overdue Service

Escalation List

REPORTS

Prestarts

Service Forms

Repairs

NHVR Report

Cost

Equipment P&L

Utilisation Report

KYNECTION
KNOWLEDGE IN MOTION

Verify lights, horn, gauges and alarms function

Gear (Equipment) GRA01

Date Reported Today 09:13

Sub-Fault (*)
Other

Sub-Fault Notes (*)
Add notes here

Action Now

Waiting on Parts

Custom Fields

Fault Notes

Photo of Fault
Select File

STEP 3 • 00:30 IN THE VIDEO

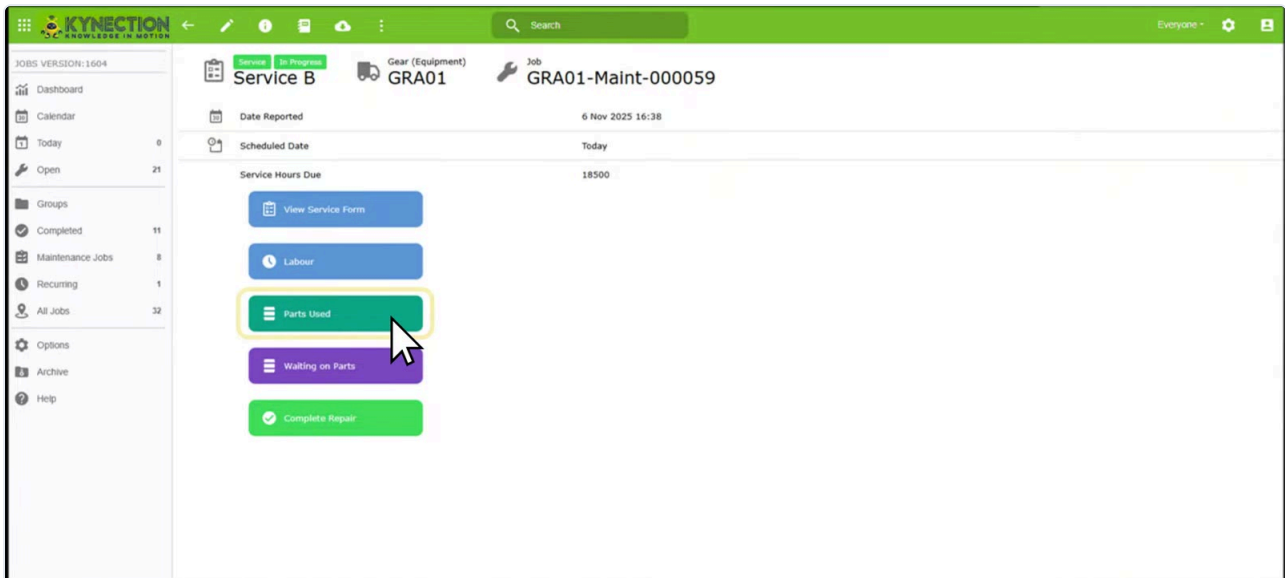
Record the fault detail

Faults can be completed during the service or left open. Select **Action Now** to complete the service, or update the status to waiting on parts. If applicable select the sub fault, add notes and upload a photo, then use the tick in the toolbar to save.

CHAPTER 01 • STEP 3 OF 3

Sign off and record labour

Labour can link to timesheets for verification and approval, and gives you comparable data on supplier services.

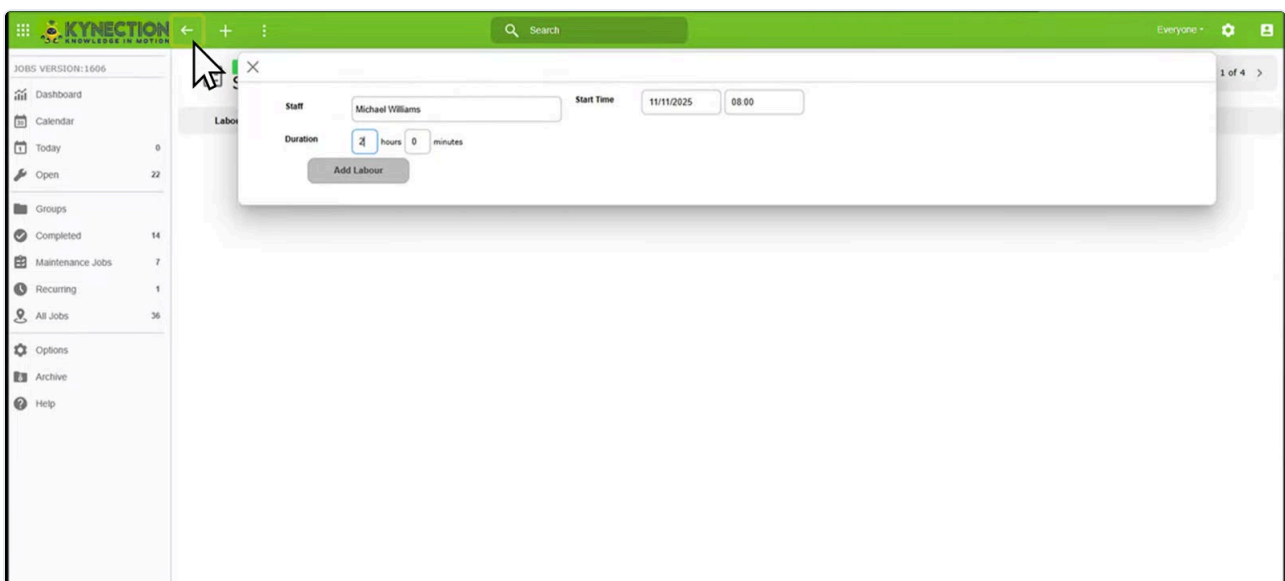


STEP 1 • 00:52 IN THE VIDEO

Submit the fault and sign the service

Whether the fault is completed or left open, it must be submitted to enable completion of the service. Select **Submit** to return to the service, sign off by adding your name and signature, then save via the toolbar tick icon.

CHAPTER 02 • STEP 1 OF 2



STEP 2 • 01:18 IN THE VIDEO

Add a labour record

Add a labour record using the plus icon from the toolbar. This example records the start and duration, which then updates timesheets. Recording just the duration is another option, and multiple labour records may be added. Save and return via the tick icon.

Parts, pauses and completion

A paused repair keeps its parts-on-order detail, and restarts rather than starts.

STEP 1 • 01:37 IN THE VIDEO

Record the parts used

Click **Parts Used**, then use the drop-down menu to select the part to record as consumed. Standard items can be recorded against the service type to populate automatically. Waiting on parts has a section for the parts on order and supplier details.

CHAPTER 03 • STEP 1 OF 2

Scheduled Repairs			
D1-000003			C
D1-000004			NHVR
Date	7 Apr 2025		
Address	No Address		
Quality - Mechanic			
Equipment	PM709 #YB611B		

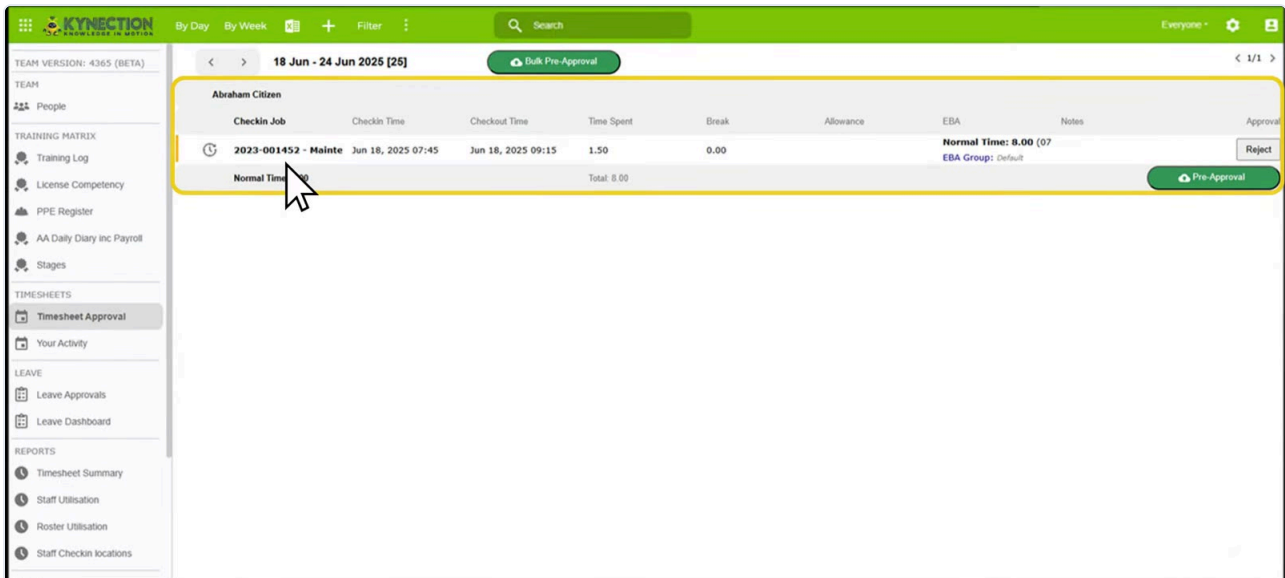
STEP 2 • 01:58 IN THE VIDEO

Complete the repair and the job

Once all information is documented, select **Complete Repair**. Repeat for any other scheduled or optional repairs. Then complete the job with **Mark Complete**, changing the date to match the actual service date before saving.

Expenses, expiries and escalation

Three oversight screens: what the work cost, what is about to expire, and what has been sitting too long.



STEP 1 · 02:17 IN THE VIDEO

Check the expenses and timesheets

All service expenses, including labour, are recorded against the equipment under the **Expenses** tab for full cost oversight. Using the labour and duration option means the time recorded automatically creates the timesheet entry.

CHAPTER 04 · STEP 1 OF 3

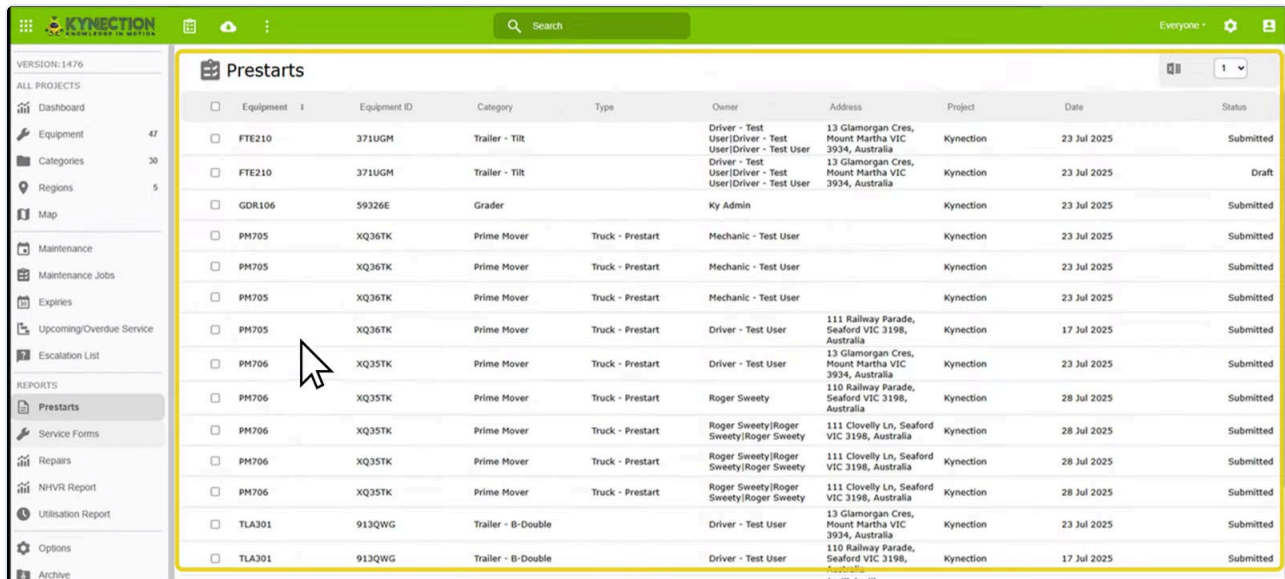
Category	Name	Current KM	KM To Service	Service KM	Current HR	HR To Service	Service HR	Days To Service	Service Date	Type	Status
Bobcat	BOB027	0	0	5	0	1,000	1000	0		C	Upcoming
Bobcat	BOB027	0	0	5	0	500	500	0		B	Upcoming
Bobcat	BOB027	0	0	5	0	250	250	0		A	Upcoming
Car	LV079	0	10,000	10000	0	0	0	365	30 Jul 2026	A	Upcoming
Crusher	CRU071	0	0	5	0	1,000	1000	0		C	Upcoming
Crusher	CRU071	0	0	5	0	500	500	0		B	Upcoming
Crusher	CRU071	0	0	5	0	250	250	0		A	Upcoming
Dolly	DOL401	0	100,000	100000	0	0	0	-58	2 Jun 2025	C	Overdue
Dolly	DOL401	0	20,000	20000	0	0	0	0		B	Upcoming
Dolly	DOL401	0	10,000	10000	0	0	0	0		A	Upcoming
Dolly	DOL401	0	0	0	0	0	0	-404	21 Jun 2024	NHVR	Overdue
Dolly	DOL402	0	100,000	100000	0	0	0	-404	21 Jun 2024	C	Overdue
Dolly	DOL402	0	20,000	20000	0	0	0	0		B	Upcoming
Dolly	DOL402	0	10,000	10000	0	0	0	0		A	Upcoming
Dolly	DOL402	0	0	0	0	0	0	-404	21 Jun 2024	NHVR	Overdue

STEP 2 · 02:43 IN THE VIDEO

Review expiries and upcoming services

The expiry tab presents each vehicle's registration expiry and inspection renewal dates. Subheadings are customisable and can be exported to Excel. Upcoming or overdue services provides oversight for planning; click the name to raise a service.

Expenses, expiries and escalation



Equipment	Equipment ID	Category	Type	Owner	Address	Project	Date	Status
FTE210	371UGH	Trailer - Tilt		Driver - Test User (Driver - Test User)	13 Glamorgan Cres, Mount Martha VIC 3934, Australia	Kynecton	23 Jul 2025	Submitted
FTE210	371UGH	Trailer - Tilt		Driver - Test User (Driver - Test User)	13 Glamorgan Cres, Mount Martha VIC 3934, Australia	Kynecton	23 Jul 2025	Draft
GDR106	59326E	Grader		Ky Admin		Kynecton	23 Jul 2025	Submitted
PM705	XQ36TK	Prime Mover	Truck - Prestart	Mechanic - Test User		Kynecton	23 Jul 2025	Submitted
PM705	XQ36TK	Prime Mover	Truck - Prestart	Mechanic - Test User		Kynecton	23 Jul 2025	Submitted
PM705	XQ36TK	Prime Mover	Truck - Prestart	Mechanic - Test User		Kynecton	23 Jul 2025	Submitted
PM705	XQ36TK	Prime Mover	Truck - Prestart	Driver - Test User	111 Railway Parade, Seaford VIC 3198, Australia	Kynecton	17 Jul 2025	Submitted
PM706	XQ35TK	Prime Mover	Truck - Prestart	Driver - Test User	13 Glamorgan Cres, Mount Martha VIC 3934, Australia	Kynecton	23 Jul 2025	Submitted
PM706	XQ35TK	Prime Mover	Truck - Prestart	Roger Sweety	110 Railway Parade, Seaford VIC 3198, Australia	Kynecton	28 Jul 2025	Submitted
PM706	XQ35TK	Prime Mover	Truck - Prestart	Roger Sweety/Roger Sweety	111 Clovelly Ln, Seaford VIC 3198, Australia	Kynecton	28 Jul 2025	Submitted
PM706	XQ35TK	Prime Mover	Truck - Prestart	Roger Sweety/Roger Sweety	111 Clovelly Ln, Seaford VIC 3198, Australia	Kynecton	28 Jul 2025	Submitted
PM706	XQ35TK	Prime Mover	Truck - Prestart	Roger Sweety/Roger Sweety	111 Clovelly Ln, Seaford VIC 3198, Australia	Kynecton	28 Jul 2025	Submitted
TLA301	913QWG	Trailer - B-Double		Driver - Test User	13 Glamorgan Cres, Mount Martha VIC 3934, Australia	Kynecton	23 Jul 2025	Submitted
TLA301	913QWG	Trailer - B-Double		Driver - Test User	110 Railway Parade, Seaford VIC 3198, Australia	Kynecton	17 Jul 2025	Submitted

STEP 3 • 03:11 IN THE VIDEO

Use the escalation list

The escalation list gives visibility of faults and defects escalated within the organisation, for instance a fault or service raised but not scheduled for over seven days, or a repair job started but not yet closed. Pre-starts from the last seven days sit alongside it.

CHAPTER 04 • STEP 3 OF 3

Where to go next

This guide covers one part of the web module. The rest of the maintenance module is in the knowledge base.

NEXT UP - PART 10

Navigate and manage the equipment dashboard

<https://www.kynection.com.au/knowledge-base/asset-management/part-10-navigating-and-managing-the-equipment-dashboard-in-kynection-maintenance-module/>

BACK TO PART 8

Configure expenses and revenue

<https://www.kynection.com.au/knowledge-base/asset-management/part-8-configuring-expenses-and-revenue-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

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- | | |
|----------------|---|
| PART 07 | Master equipment management (module overview)
/knowledge-base/asset-management/part-7-master-equipment-management-with-kynection-maintenance-module/ |
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|----------------|--|
| PART 08 | Configure expenses and revenue
/knowledge-base/asset-management/part-8-configuring-expenses-and-revenue-with-kynection-maintenance-module/ |
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| PART 10 | Navigate and manage the equipment dashboard
/knowledge-base/asset-management/part-10-navigating-and-managing-the-equipment-dashboard-in-kynection-maintenance-module/ |
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| PART 11 | Set up and configure services
/knowledge-base/asset-management/part-11-setting-up-and-configuring-service-with-kynection-maintenance-module/ |
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| PART 12 | Fleet compliance and financial reporting
/knowledge-base/asset-management/part-12-fleet-compliance-and-financial-reporting-with-kynection-maintenance-module/ |
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