

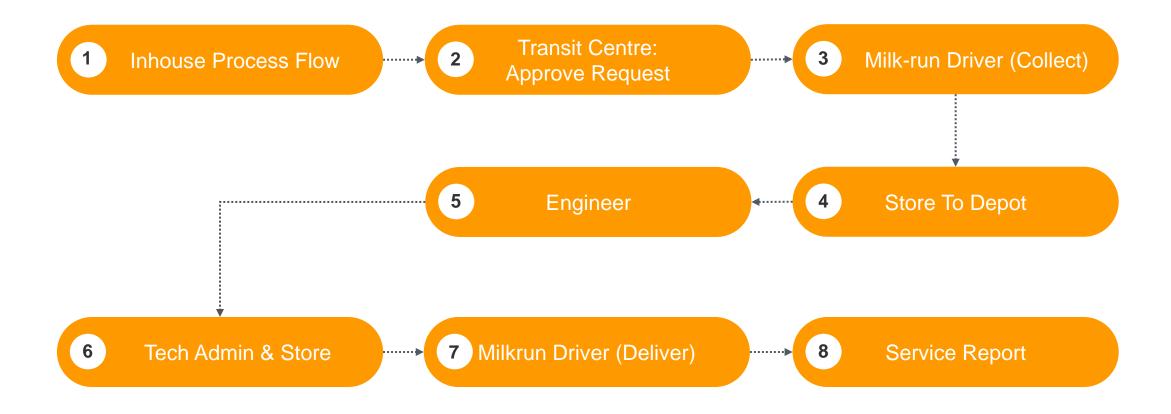
User Guide for Managing Inhouse Request (Inventory Store) | Repair & Return



SDS 2.0



Agenda







Processing a Repair & Return Request



Inhouse request submitted





END

Accepts tasks & schedules a visit

Product delivered to Customer's site



Engineer/ Milkrun

Driver receives
incoming job tasks



Store confirms items for delivery after Tech Admin amended changes







Store reviews list and feedback to Tech Admin on any changes to be made

Tech Admin fills items for delivery



Transit Centre approves SR and sends request to fetch products for pickup.



Milk-run Driver accepts task to collect Unusable Product from customer



Product collection

at Customer's Site





Drop-off Product at IFMH



Store sends Product to Depot for repair



Engineer repairs
Unusable Product

Transit Centre: Approve Request

- Process Overview
- Request Management
- Managing an Inhouse Repair Request
- Approve Service Request

- Update SO Number
- Update Multiple Requests with SO Numbers at SM Portal
- Fetch Products for Pickup



TRANSIT CENTRE: APPROVE REQUEST



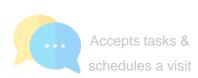
Process Overview

END



Inhouse request submitted







Engineer/ Milkrun

Driver receives
incoming job tasks



Store confirms items for delivery after Tech Admin amended changes



Store reviews list and feedback to Tech Admin on any changes to be made



Tech Admin fills items for delivery



Transit Centre approves SR and sends request to fetch products for pickup.



Product delivered to Customer's site

Milk-run Driver accepts task to collect Unusable Product from customer



Product collection

at Customer's Site





Drop-off Product at IFMH



Store sends Product to Depot for repair

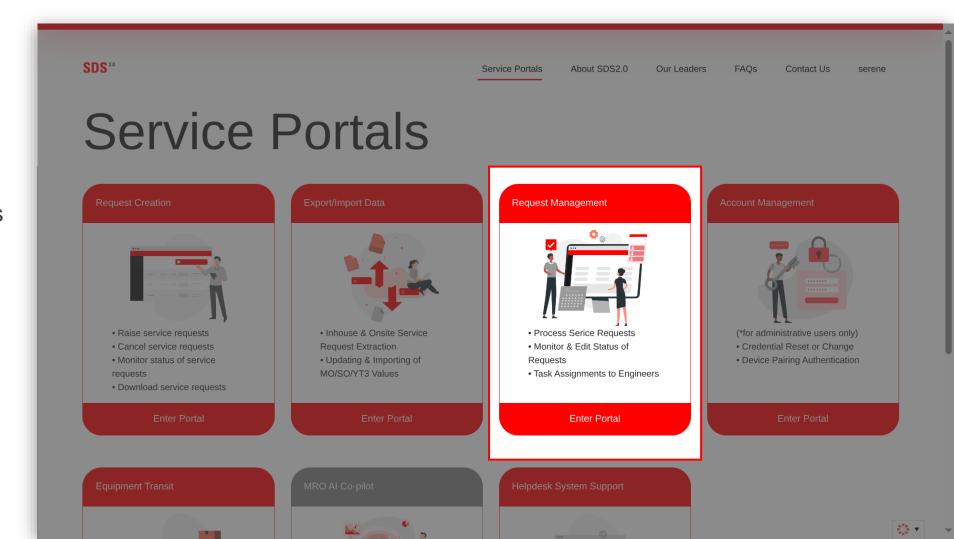


Engineer repairs
Unusable Product



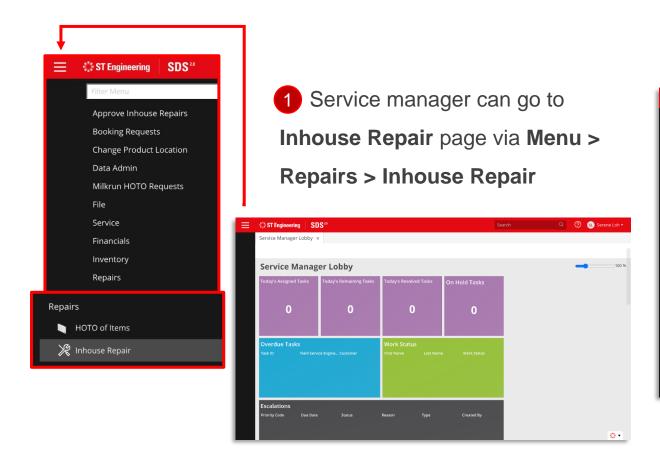
Request Management

Service managers can manage service requests at the Service Portal, Request Management

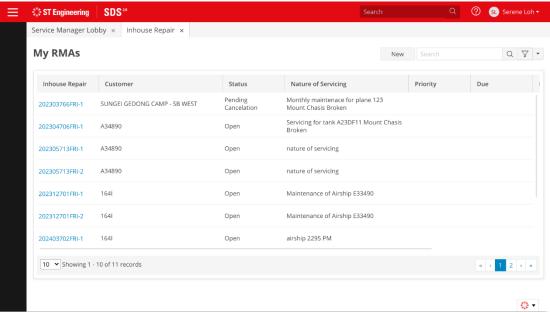




Managing an Inhouse Repair Request (1)



Service manager can search for the request ID by its LOB Service Request Number.

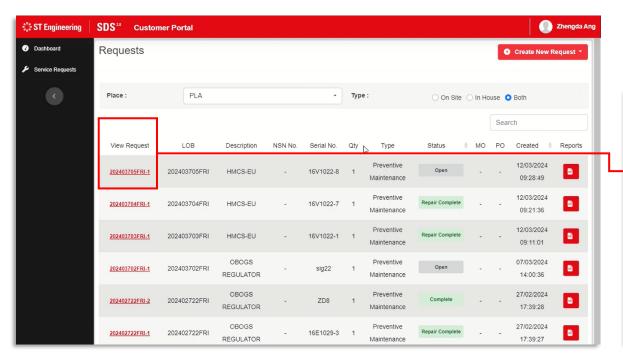


For further details on request management, please refer to

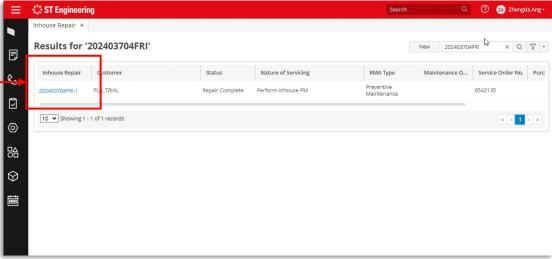
User Guide for Manager Portal



Managing an Inhouse Repair Request (2)



3 For new creations, service managers should select the request ID generated from the customer portal when viewing/ editing request page.



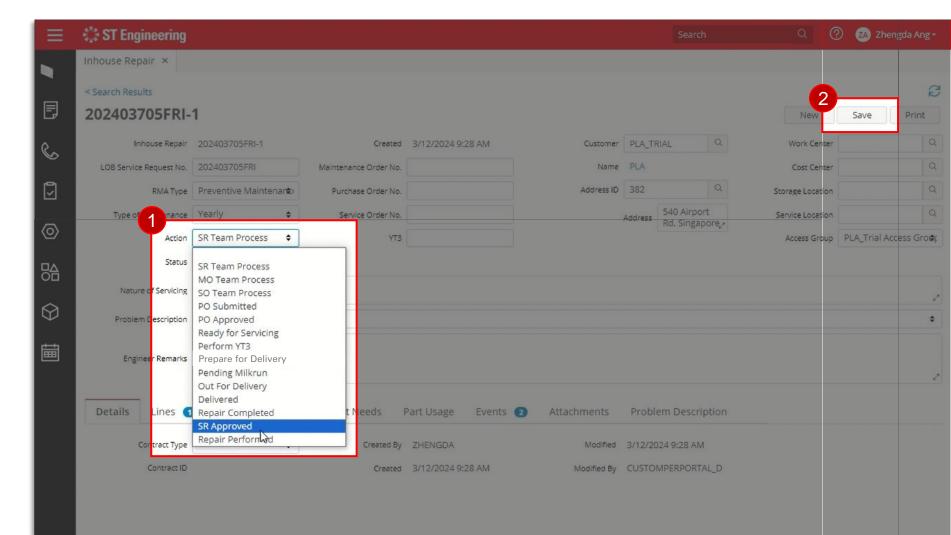
Booking Request is for the engineer to make an appointment with the customer using the engineer app.



Approve Service Request

If the request information provided is correct, service managers can update action to

- 1 SR Approved from the **Action** dropdown list.
- 2 Then tap Save button to update the changes.



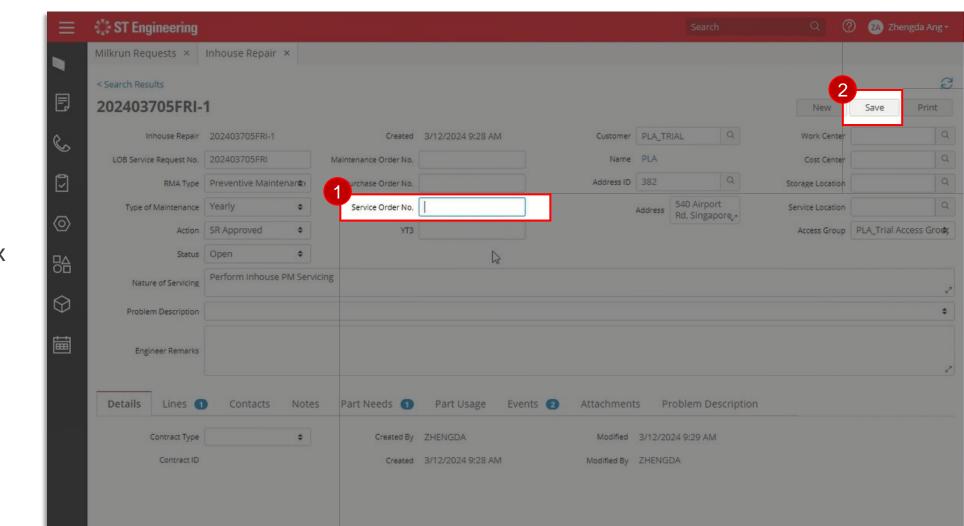


Update SO Number

Engineers can only proceed with their tasks after the SO Number is input into the system.

Enter the 1 Service

Order No. in the textbox and tap 2 Save to update changes.

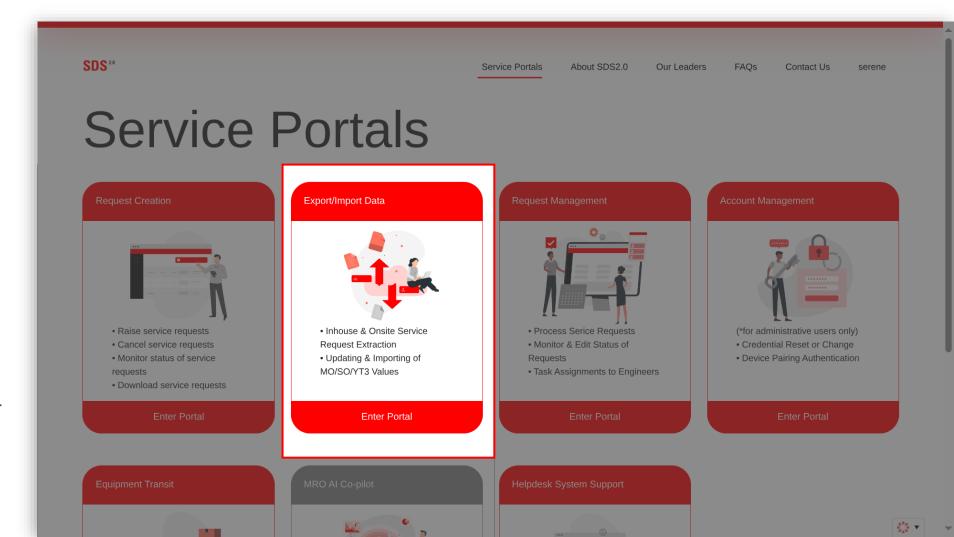




Update Multiple Requests with SO Numbers at SM Portal

Alternatively, service manager can update SO No. for multiple requests at the Service Portal, **Export/Import Data.**

For further details on how to export/import data, please refer to User Guide for SM Portal

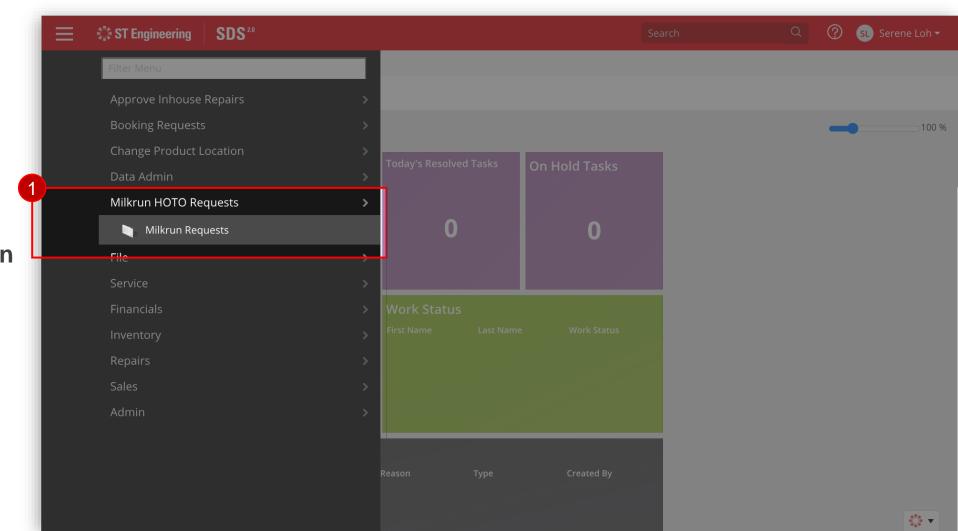




Fetch Products for Pickup (1)

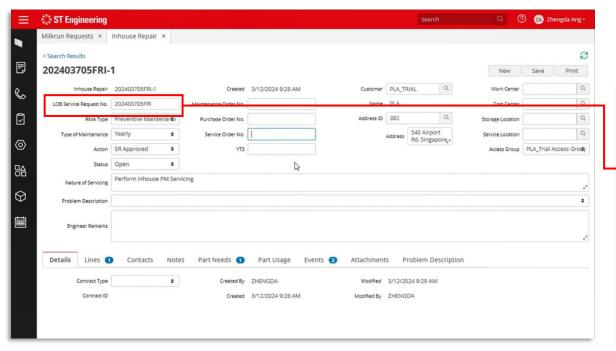
Service manager can proceed to send request to fetch products for pickup from Milk-run.

1 Go to Menu > Milkrun
HOTO Requests >
Milkrun Requests

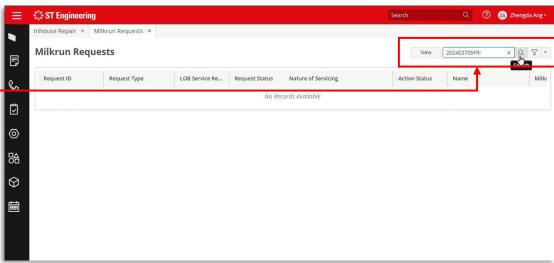




Fetch Products for Pickup (2)



2 Search the Milkrun Request by its LOB Service Request No.



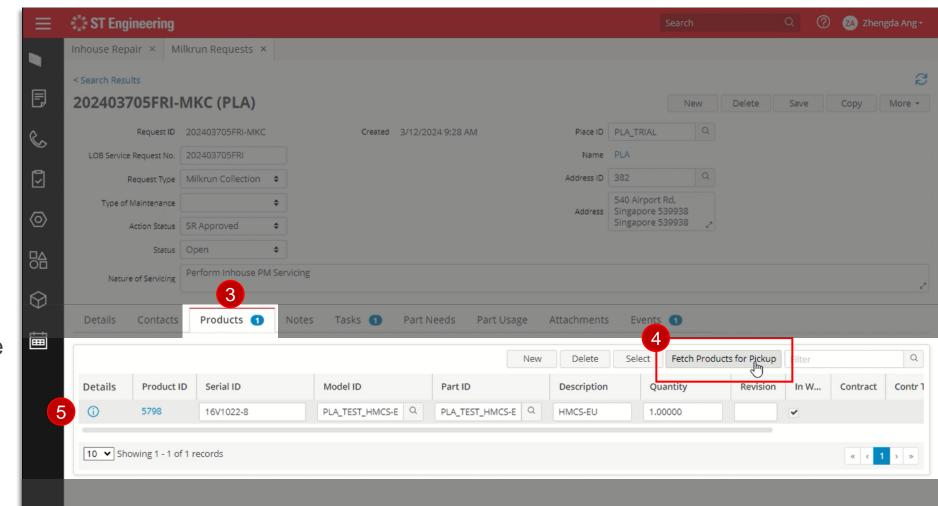
Inhouse Repair page

Milkrun Requests List



Fetch Products for Pickup (3)

- 3 Go to Product tab and select 4 Fetch Products for Pickup button.
- 5 It will display a list of items to be collected across the approved service requests under the same LOB Number.





MILKRUN DRIVER (COLLECT)



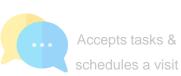
Process Overview

END



Inhouse request submitted







Product delivered to Customer's site









Store confirms items for delivery after Tech Admin amended changes

Store reviews list and feedback to Tech Admin on any changes to be made

Tech Admin fills items for delivery



Transit Centre approves SR and sends request to fetch products for pickup.



Milk-run Driver accepts task to collect Unusable Product from customer



Product collection

at Customer's Site



Drop-off Product at IFMH



Store sends Product to Depot for repair

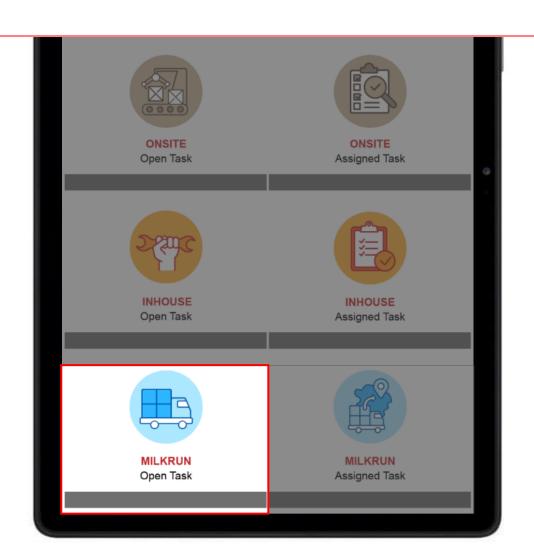


Engineer repairs
Unusable Product



Milkrun Open Task

Milkrun driver can go to **Milkrun Open Task** section to accept a new task to collect unusable product from customer.

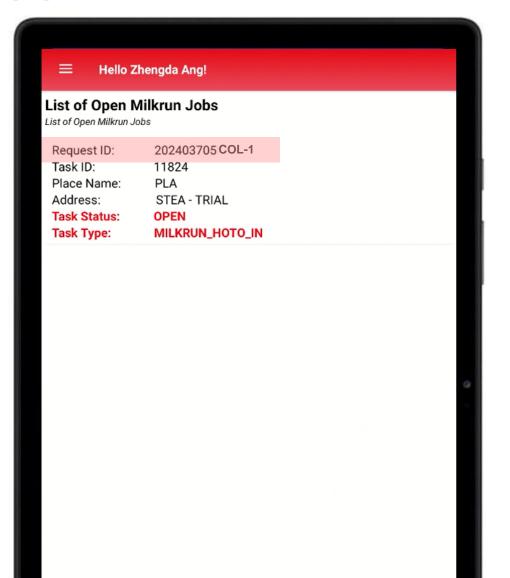




Accepting Milkrun Open Task (1)

In **Milkrun Open Task**, it will display a list of open milkrun jobs. Look for the **request ID** to work on and tap on the subject to view the task.

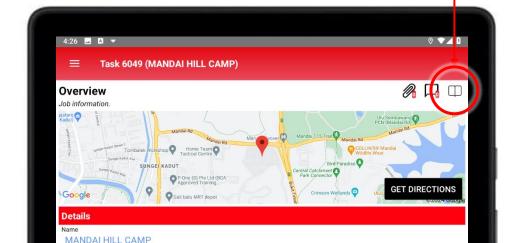
Milkrun_HOTO_IN refers to unusable items collected from customer to be sent for repair.





Accepting Milkrun Open Task (2)

1 Select the **Book** icon to open the accept window.



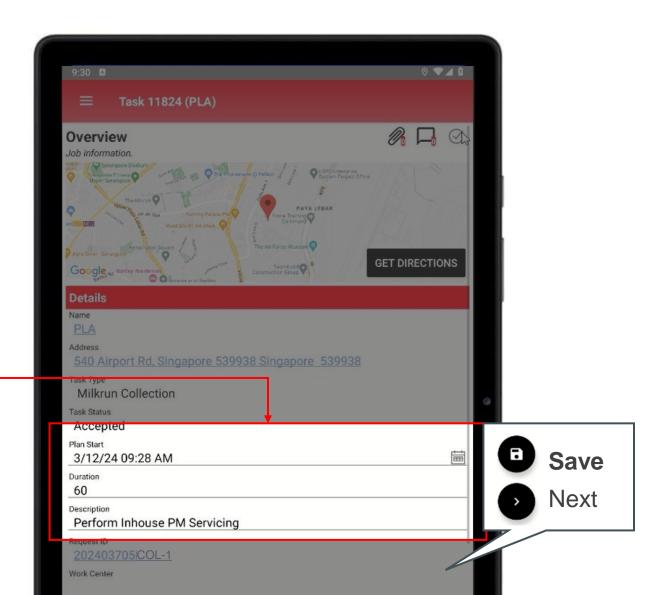
2 Tap Accepted to assign job to self. **GET DIRECTIONS** Details Milkrun Collection Choose New Status Perform Inhouse PM Servicing Work Center



Processing Milkrun Task (1)

Check if there is any change to the **Plan Start** Date/Time, **Duration** and the **Description**.

Milkrun driver can modify the text fields accordingly and tap **Save** to update.

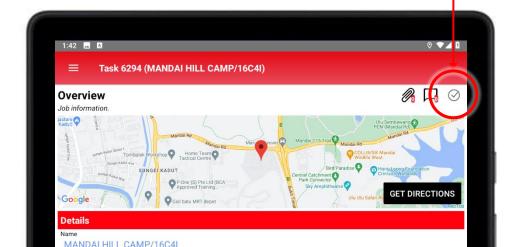




Processing Milkrun Task (2)

Select the icon

to open the status window.



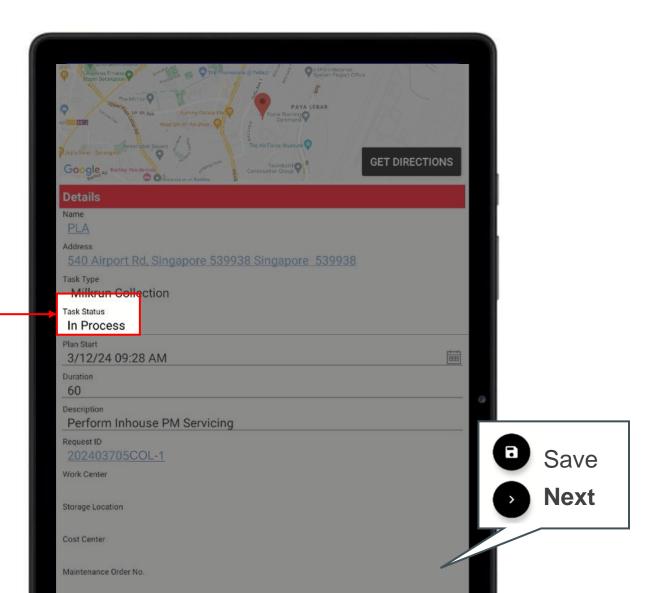
2 Tap In Process to confirm. **GET DIRECTIONS Details** Address
540 Airport Rd, Singapore 539938 Singapore 539938 **Choose New Status** Rejected Perform Inhouse PM Servicing Work Center Storage Location



Processing Milkrun Task (3)

Task Status will change from

Accepted to In Process.

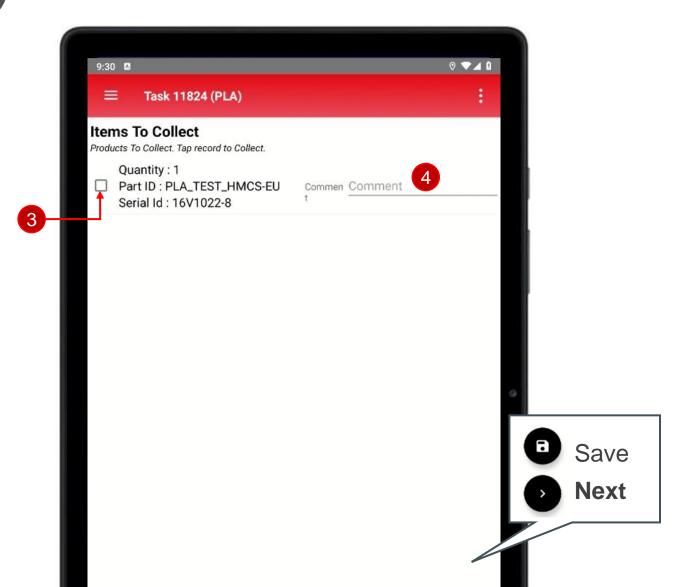




Processing Milkrun Task (4)

Items to Collect shows a list of items to be collected from the customer.

- 3 Check off the collected items from the list.
- 4 If an item cannot be collected, leave the checkbox unchecked and leave a comment.

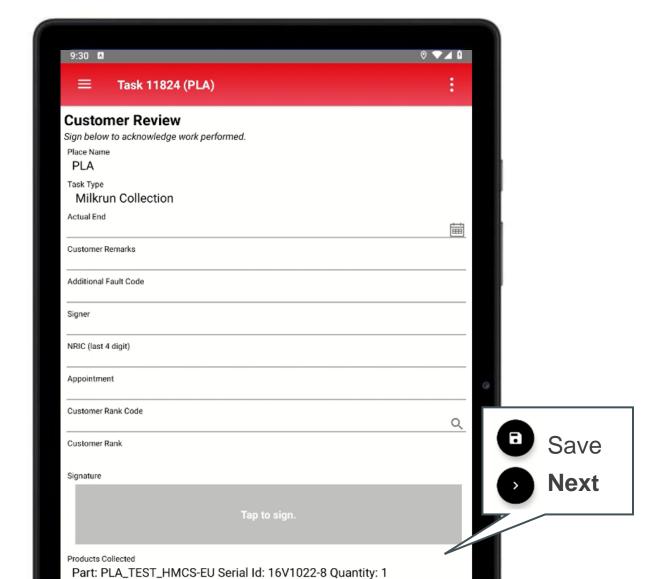




Processing Milkrun Task (5)

Customer Review is required to have customers to confirm that the items have been collected by the Milkrun driver.

Have the customer fill-in the necessary details and sign-off to confirm the HOTO to Milkrun.

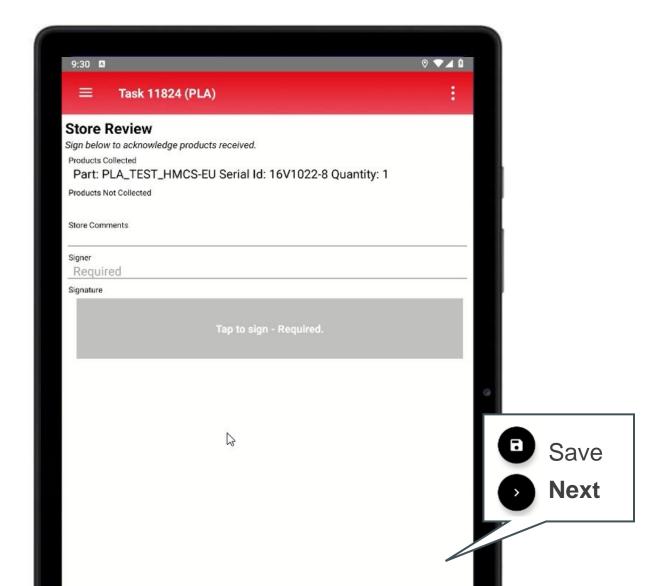




Processing Milkrun Task (6)

Store Review is required to have the store man to confirm that they have received the items from the Milkrun driver.

Have the store man fill-in the necessary details and sign-off to confirm the HOTO to store.

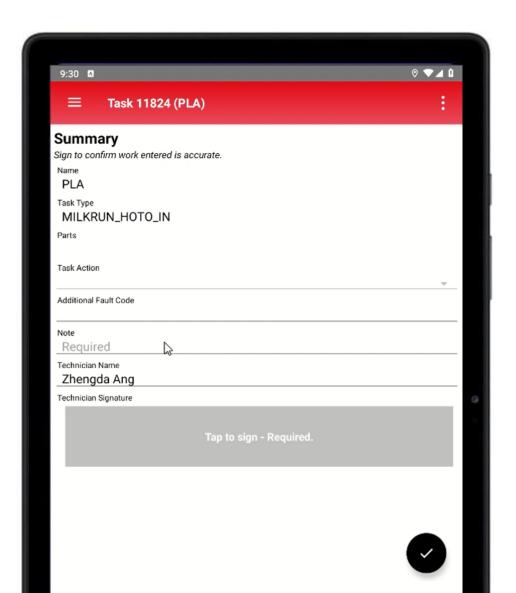




Processing Milkrun Task (7)

Summary is concluded by the Milkrun driver that the items have been HOTO to store. Milkrun driver can sign-off to close the task.

Proceed to complete the job task.





STORE TO DEPOT



Process Overview

END



Inhouse request submitted





Accepts tasks & schedules a visit

> Product delivered to Customer's site



Engineer/ Milkrun Driver receives incoming job tasks



Store confirms items for delivery after Tech Admin amended changes



Store reviews list and feedback to Tech Admin on any changes to be made



Tech Admin fills items for delivery



Transit Centre approves SR and sends request to fetch products for pickup.



Milk-run Driver accepts task to collect Unusable Product from customer



Product collection

at Customer's Site





Drop-off Product at IFMH



Store sends Product to Depot for repair

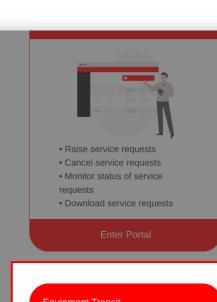


Engineer repairs **Unusable Product**



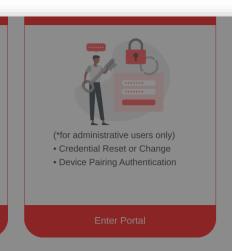
Equipment Transit

Store personnel can manage equipment and items at the Service Portal, **Equipment Transit** section.



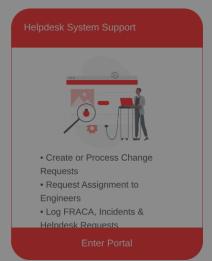










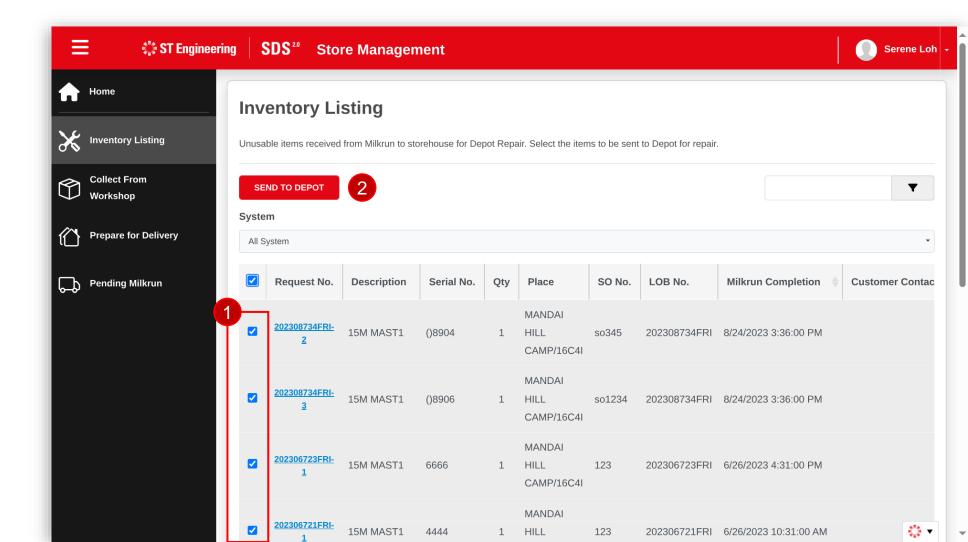




Send to Depot (1)

Items collected are displayed under Inventory Listing.

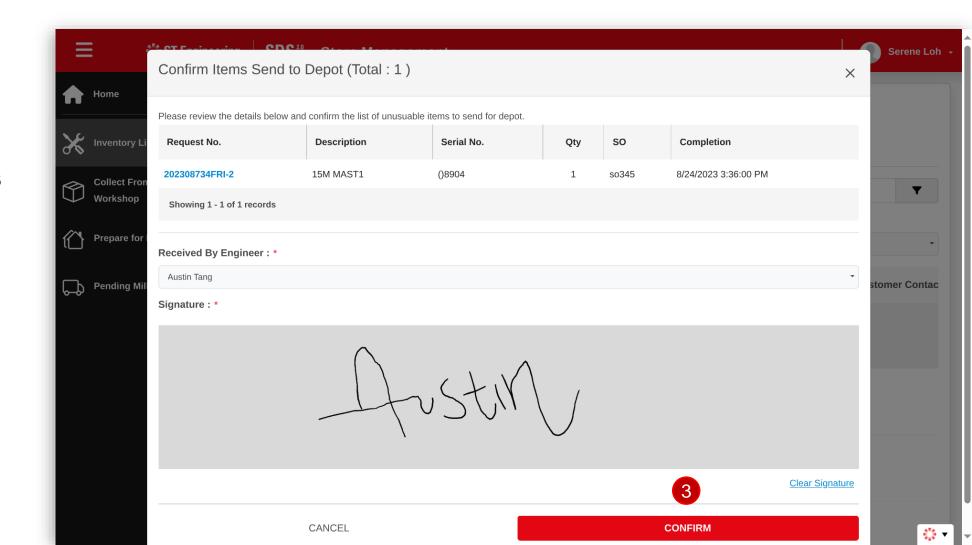
- 1 Tick the checkbox for the items and select
- Send to Depot to handover the items for the engineer to repair.





Send to Depot (2)

3 Confirm the details of the items to be sent to depot and is signed and received by the allocated engineer.





ENGINEER



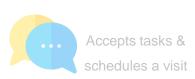
Process Overview

END



Inhouse request submitted







Engineer/ Milkrun

Driver receives
incoming job tasks



Store confirms items for delivery after Tech Admin amended changes







Store reviews list and feedback to Tech Admin on any changes to be made





Transit Centre approves SR and sends request to fetch products for pickup.



Product delivered to Customer's site

Milk-run Driver accepts task to collect Unusable Product from customer



Product collection

at Customer's Site





Drop-off Product at IFMH



Store sends Product to Depot for repair

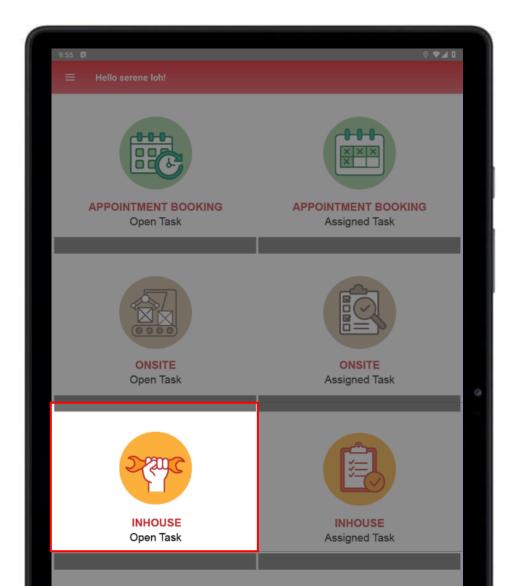


Engineer repairs
Unusable Product



Inhouse Open Task

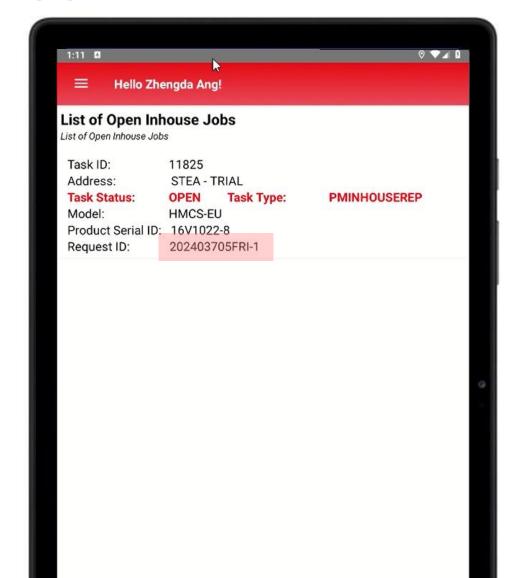
When Transit Centre have input an SO number for the job and the items have been handover to the engineer, the engineer will be able to accept new task from **Inhouse Open Task** section.





Accepting Inhouse Open Task (1)

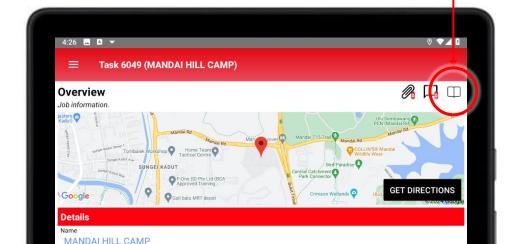
In **Inhouse Open Task**, it will display a list of open inhouse jobs. Look for the **request ID** to work on and tap on the subject to view the task.

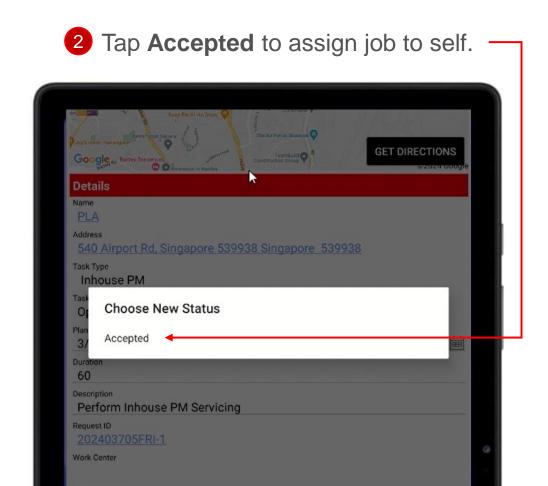




Accepting Inhouse Open Task (2)

1 Select the **Book** icon to open the accept window.

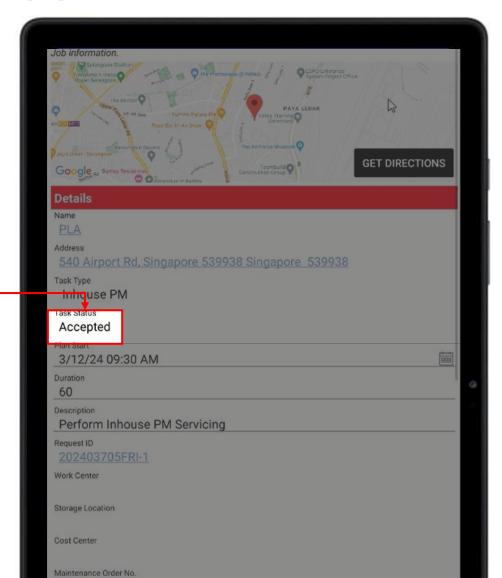






Accepting Inhouse Open Task (3)

Task Status will change from **Open** to **Accepted**. It can be viewed and edited by assigned engineer.

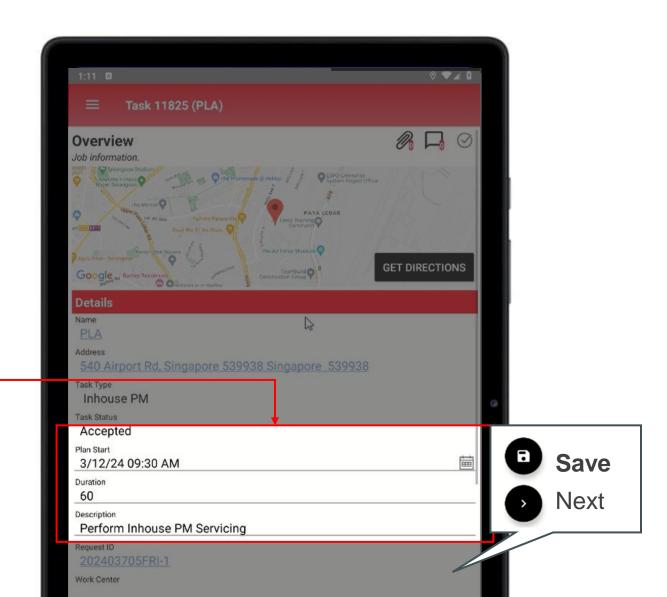




Processing Inhouse Task (1)

Check if there is any change to the **Plan Start** Date/Time, **Duration** and the **Description**.

Milkrun driver can modify the text fields accordingly and tap **Save** to update.

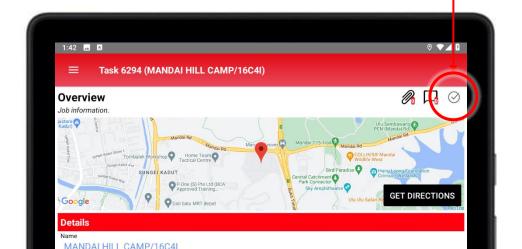


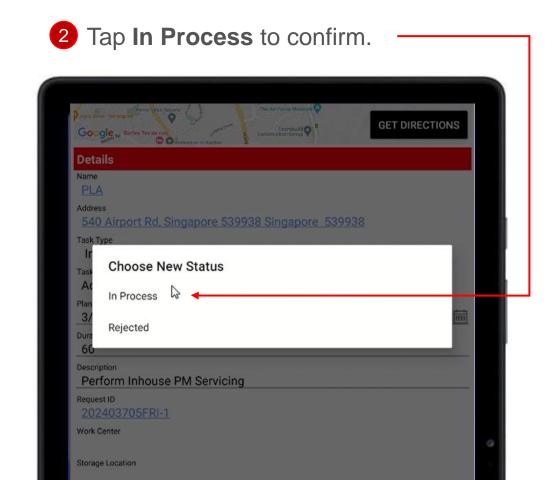


Processing Inhouse Task (2)

Select the icon

to open the status window.





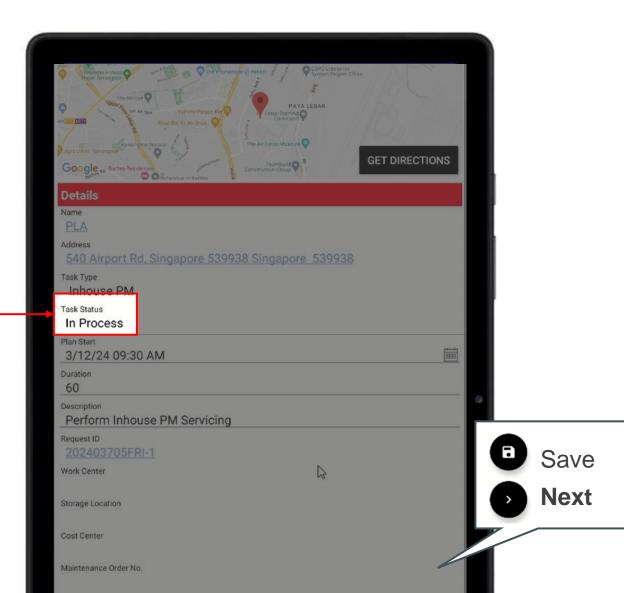


Processing Inhouse Task (3)

Task Status will change from

Accepted to In Process.

Proceed **Next** to continue with the job task.



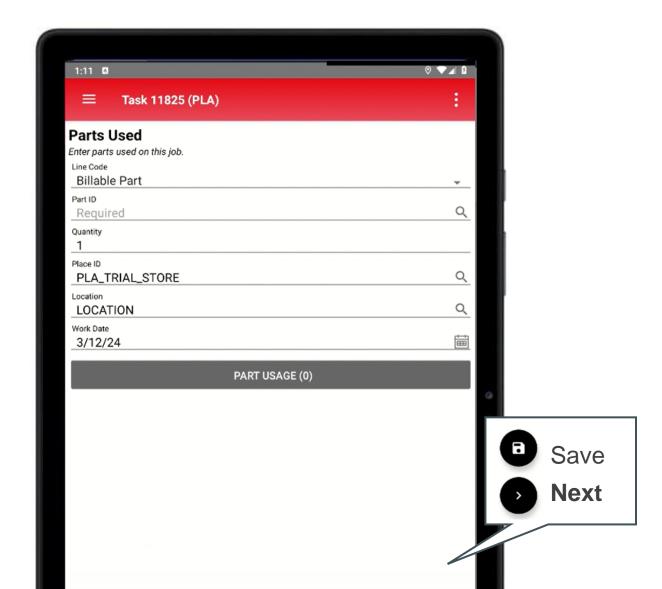


Processing Inhouse Task (4)

Parts Used is to record parts that have been used during the maintenance process.

If no parts usage involved, you can proceed to

Next to continue with the job task.

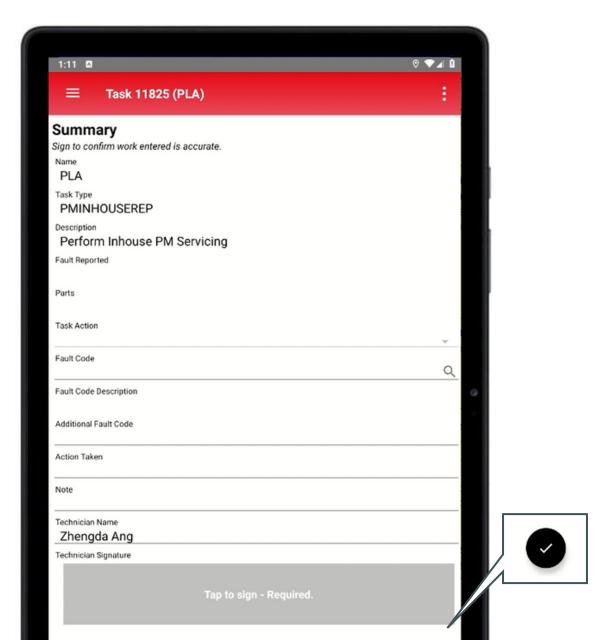




Processing Inhouse Task (5)

Summary is concluded by the engineer on the completion of the job task. Engineer can sign-off to close the task.

Proceed to complete the job task.



Tech Admin & Store

- Process Overview
- Inventory Store
- Fill Details for Delivery (Store)
- Edit Details for Delivery (Store)
- Confirm Details for Delivery (Store)



TECH ADMIN & STORE



Process Overview

END



Inhouse request submitted







Engineer/ Milkrun Driver receives incoming job tasks



Store confirms items for delivery after Tech Admin amended changes







Store reviews list and feedback to Tech Admin on any changes to be made

Tech Admin fills items for delivery



Transit Centre approves SR and sends request to fetch products for pickup.



Product delivered to Customer's site

Milk-run Driver accepts task to collect Unusable Product from customer



Product collection

at Customer's Site





Drop-off Product at IFMH



Store sends Product to Depot for repair

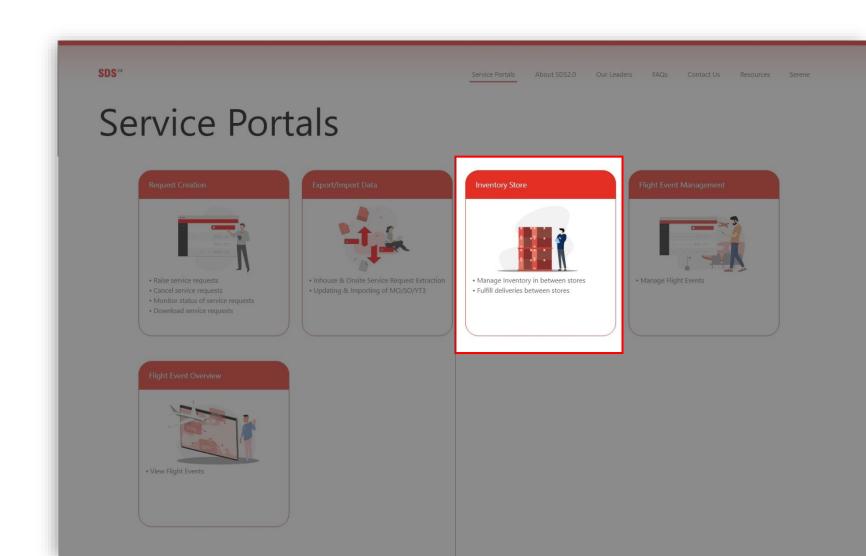


Engineer repairs **Unusable Product**



Inventory Store

Tech Admin and Store
personnel can update
delivery information in
Inventory Store section



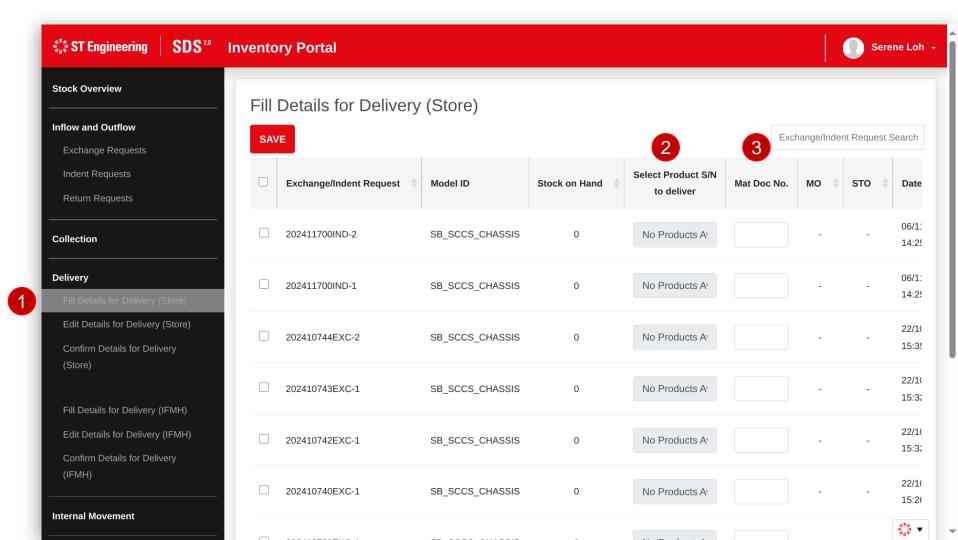


Fill Details for Delivery (Store) (1)

Tech Admin can go to

1 Fill Details for
Delivery (Store) under
Delivery Section

2 Select Product S/N
to deliver in the
dropdown list and Enter
the 3 Mat Doc No.

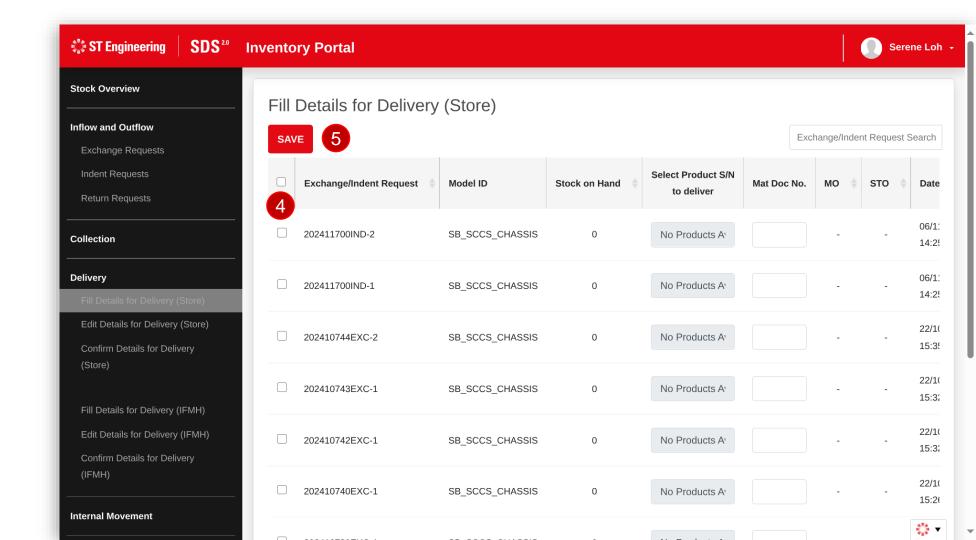




Fill Details for Delivery (Store) (2)

Tech Admin need to

4 Check and select
the list of requests with
the changes and
tap 5 Save to update.

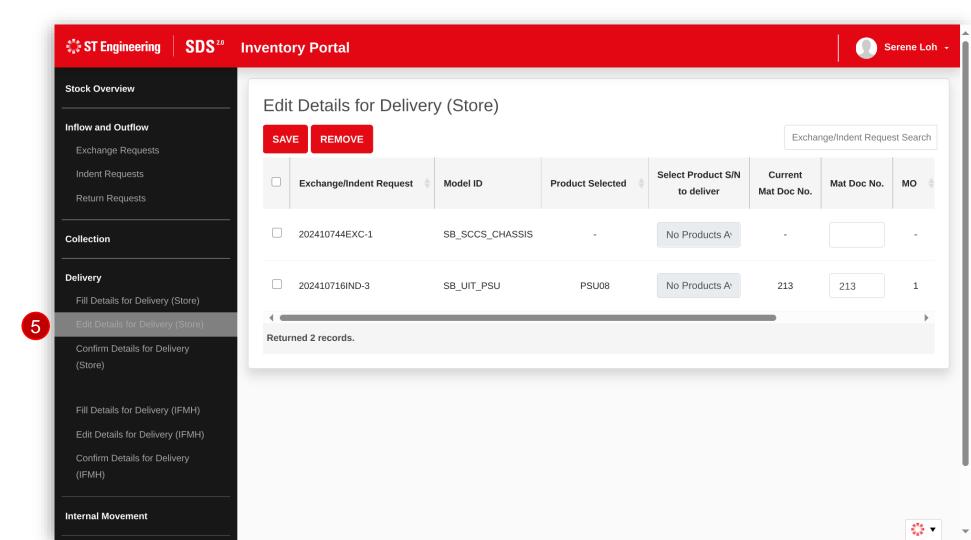




Edit Details for Delivery (Store) (1)

Store Personnel will check the delivery details if it requires any changes.

If yes, **Tech Admin** will go to **5 Edit Details for Delivery (Store)** to make the changes.

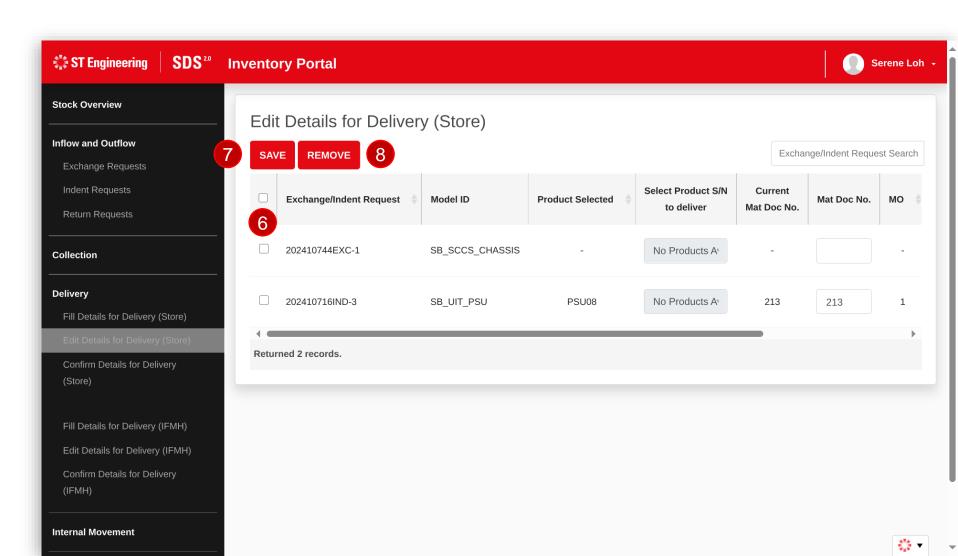




Edit Details for Delivery (Store) (2)

After **Tech Admin** input the changes, **6 check** the updated items and tap **7 Save.**

Tech Admin can also remove the edited items in the list by 6 checking it and tap 8 Remove.

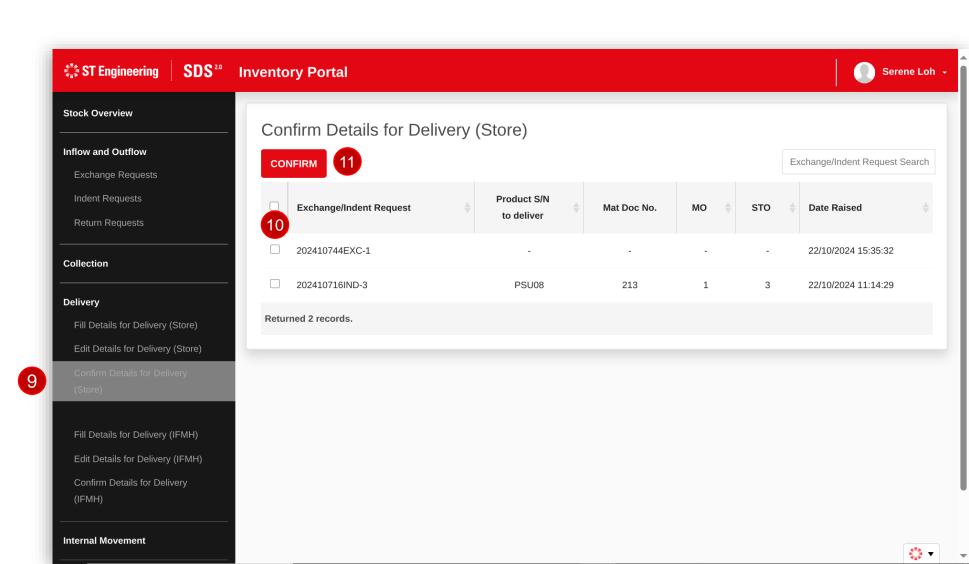




Confirm Details for Delivery (Store)

Store Personnel then can proceed to go to

- 9 Confirm Details for **Delivery (Store)** and
- 10 check the list of requests and tap
- 11 Confirm.



Milkrun Driver (Deliver)

- Process Overview
- Milkrun Open Task
- Accepting Milkrun Open Task
- Processing Milkrun Task



MILKRUN DRIVER (DELIVER)



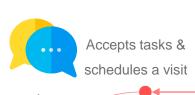
Process Overview

END



Inhouse request submitted







Driver receives incoming job tasks



Store confirms items for delivery after Tech Admin amended changes



Store reviews list and feedback to Tech Admin on any changes to be made



Tech Admin fills items for delivery



Transit Centre approves SR and sends request to fetch products for pickup.



Product delivered to Customer's site

Milk-run Driver accepts task to collect Unusable Product from customer



Product collection

at Customer's Site





Drop-off Product at IFMH



Store sends Product to Depot for repair

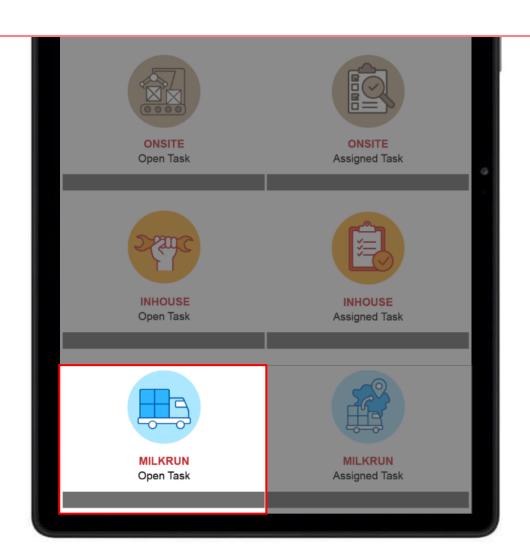


Engineer repairs
Unusable Product



Milkrun Open Task

When Store Personnel handover the repaired items to the milkrun driver for delivery, the milkrun driver will be able to accept new task from **Milkrun Open Task** section.

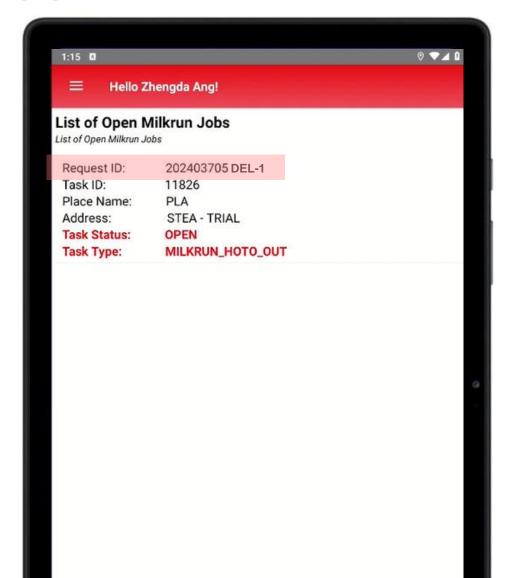




Accepting Milkrun Open Task (1)

In Milkrun Open Task, it will display a list of open milkrun jobs. Look for the request ID to work on and tap on the subject to view the task.

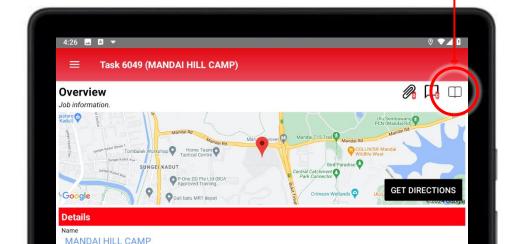
Milkrun_HOTO_OUT refers to repaired items received from store to be delivered.

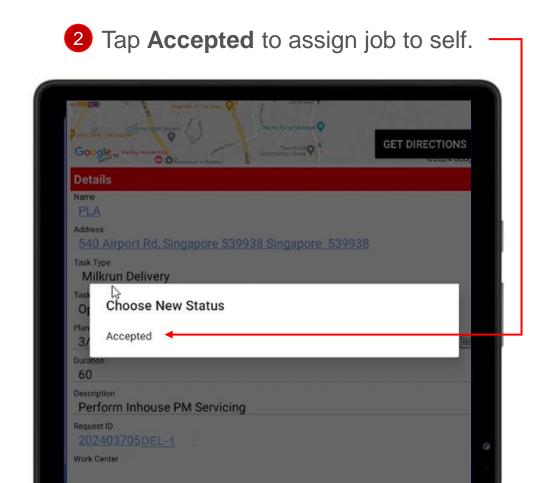




Accepting Milkrun Open Task (2)

1 Select the **Book** icon to open the accept window.

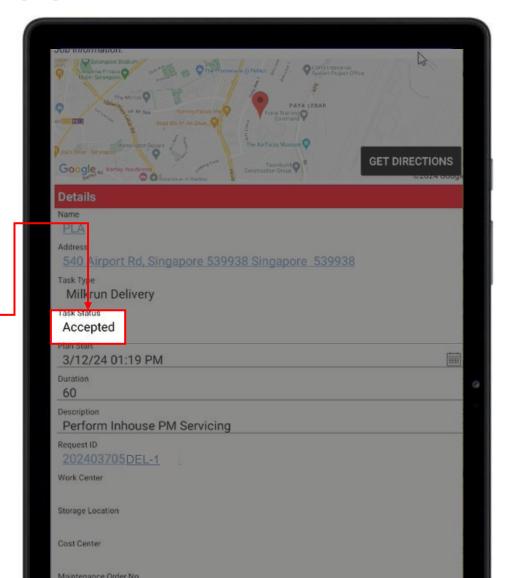






Accepting Milkrun Open Task (3)

Task Status will change from **Open** to **Accepted**. It can be viewed and edited by assigned milkrun driver.

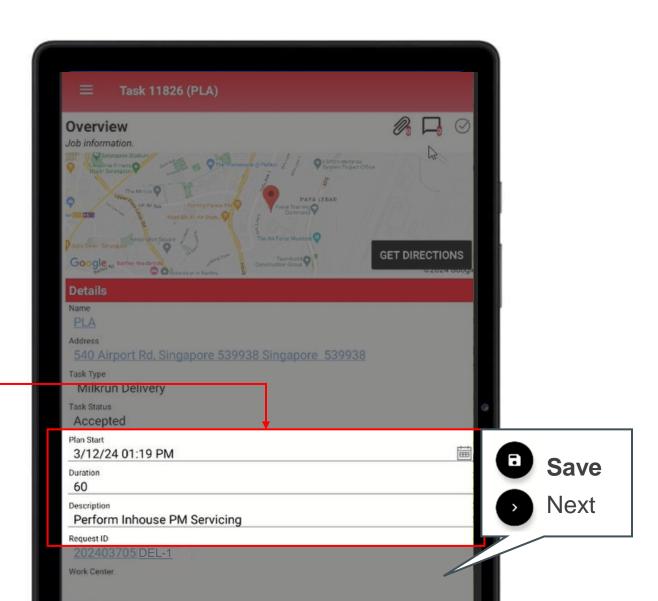




Processing Milkrun Task (1)

Check if there is any change to the **Plan Start** Date/Time, **Duration** and the **Description**.

Milkrun driver can modify the text fields accordingly and tap **Save** to update.

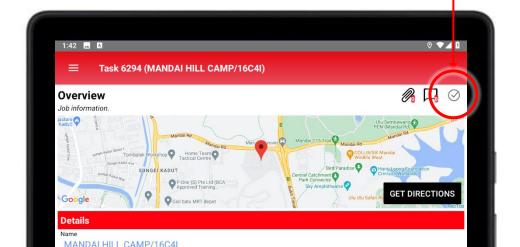




Processing Milkrun Task (2)

Select the icon

to open the status window.



2 Tap In Process to confirm. **GET DIRECTIONS** Name **Choose New Status** In Process Rejected Perform Inhouse PM Servicing Request ID Work Center Storage Location

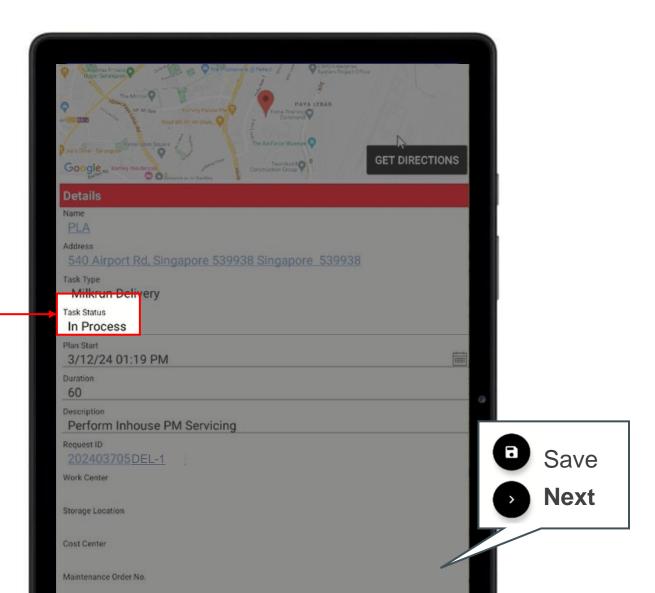


Processing Milkrun Task (3)

Task Status will change from

Accepted to In Process.

Proceed **Next** • to continue with the job task.



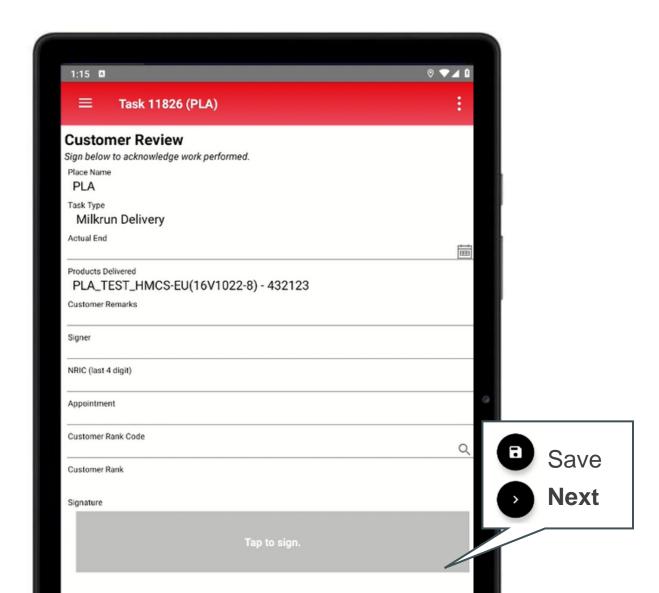


Processing Milkrun Task (4)

Customer Review is required to have customers to confirm that the items have been delivered by the Milkrun driver.

Have the customer fill-in the necessary details and sign-off to confirm the HOTO to customer.

Proceed **Next** to continue with the job task.

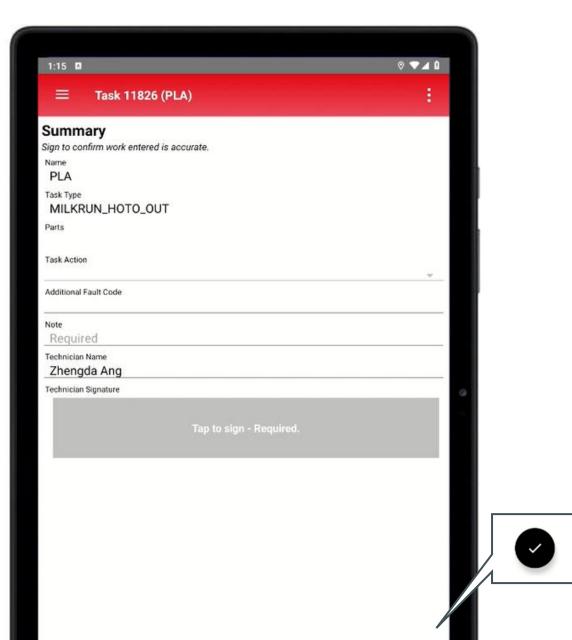




Processing Milkrun Task (5)

Summary is concluded by the Milkrun driver that the items have been HOTO to customer. Milkrun driver can sign-off to close the task.

Proceed to complete the job task.



Service Report

- Customer Portal
- Download Service Report
- View Service Report



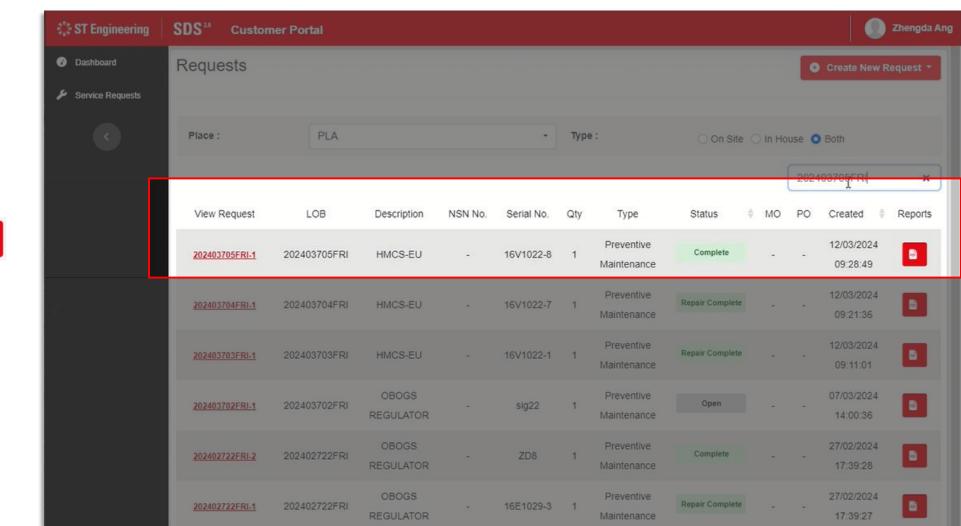


Customer Portal

After task completed, customer can select

PDF under Reports

to download the report.

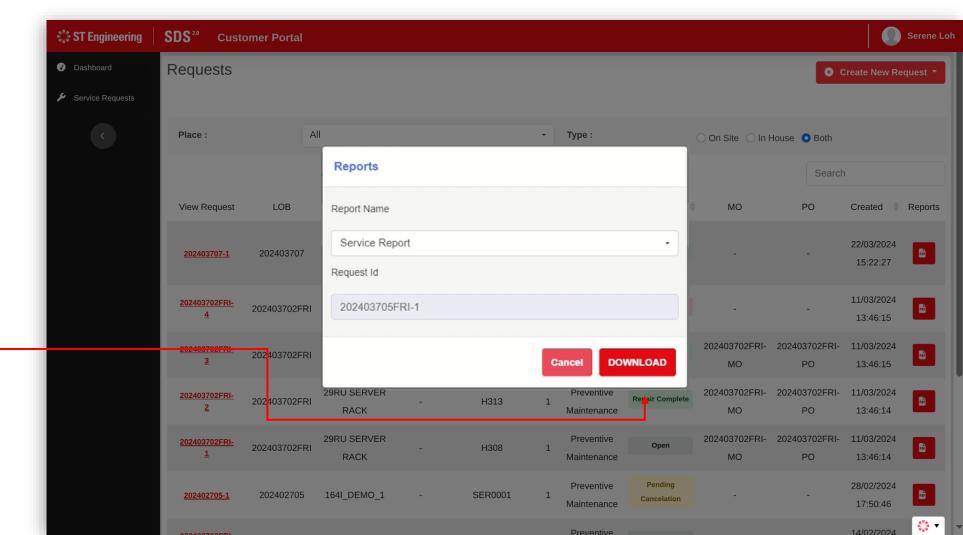




Download Service Report

It will open a Reports
panel for customer to
choose the available
reports for downloading.

Tap **Download**.





View Service Report

Customer will be able to view the details on the service report in PDF format.

