Job History Sheet

General Notes:

Importing job history to a database from excel can be achieved in two ways. The history record can be attached to either a component or to both a component and a component job. The appropriate components or jobs may either be present in the database or in the appropriate excel sheet. For attaching to a component job, the Component code, Job type and job number are combined to identify the correct component job to attach to.

ComponentCode: Enter the code of the Component that you wish to attach the history record to

JobType: Enter the job type of the Component Job that you wish to attach the job history record to

JobNo: Enter the job number of the Component Job that you wish to attach the job history record to

DateDone: Enter the date that the job was carried out

HoursDone: Enter the Hours done for the component at the time of the history record

DoneByName: Enter the name of the Person who carried out the job

DateSigned: Enter the Date that the job was signed out

SignedByName: Enter the name of the person who signed out the job

DueHours: Enter the number of hours that the Job was due when the job was carried out

DueDate: Enter the date that the job was due when the job was carried out

HoursNextDue: Enter the number of hours that the job would next be due based on the Hours done of the history record

DateNextDue: Enter the date that the job would next be due at based on the date done of the history record

ServiceReport: Enter the service report text

Remarks: Enter any text for the remarks field

Comment: Enter any text for the Comment Field

JobName: Enter the Name of the Component Job (if different from the current name, or if the Component job doesn’t exist)

JobDescription: Enter the Job Description for the Component Job (if different from the current description, or if the Component job doesn’t exist)

JobLocalDescription: Enter the Local Job Description for the Component Job (if different from the current description, or if the Component job doesn’t exist)

Department: Enter the department that the history record belongs to. (This information is governed by

a code table in the V2 program which defines the text that can be used from a drop down list. However, for the purposes of Job History import this is text only. It would be a good idea to use the texts defined in the code table)

Symptom: Enter the Job Symptom for the history record (This information is governed by a code table in the V2 program which defines the text that can be used from a drop down list. However, for the purposes of Job History import this is text only. It would be a good idea to use the texts defined in the code table)

JobOrigin: Enter the Job Origin for the history record (This information is governed by a code table in the V2 program which defines the text that can be used from a drop down list. However, for the purposes of Job History import this is text only. It would be a good idea to use the texts defined in the code table)

JobCategory: Enter the Job Category for the history record (This information is governed by a code table in the V2 program which defines the text that can be used from a drop down list. However, for the purposes of Job History import this is text only. It would be a good idea to use the texts defined in the code table)

ClassJob: Enter TRUE if the history record is class related

CMSCode: Enter the class code for the history record

Postponed: Enter TRUE if the history record is a “Postponed” history record (detailing when a job has been postponed and the reason)

Critical: (New for TMV2 v2.600), Enter TRUE if the history record was connected to a critical job at the time it was created. (note, if nothing is entered here then the history record will inherit the critical status of the component it is attached to)

ManHours: Enter the number of man hours used for the job (whole numbers only)

ConditionBefore: Enter the Condition Before Code (this requires that you define the code in the category codes in the V2 database – Administration – Codes or utilise the codes which already exist in the database(excel import sheet also available for codes)).

ConditionAfter: Enter the Condition After Code (this requires that you define the code in the category codes in the V2 database – Administration – Codes or utilise the codes which already exist in the database(excel import sheet also available for codes)).

Reason: Enter the job done reason Code (this requires that you define the code in the category codes in the V2 database – Administration – Codes or utilise the codes which already exist in the database(excel import sheet also available for codes)).

JobPriority: Enter the job priority Code (this requires that you define the code in the category codes in the V2 database – Administration – Codes or utilise the codes which already exist in the database(excel import sheet also available for codes)). The priority will be taken from the job if nothing is entered in this column

JobInterval: Enter the interval that the job had at the time of the history record. (eg. “4M” for 4 months)

OverdueReason: (New for TMV2 v2.600), Enter text to explain the reason for the job being completed after the due date

Minimum Requirements for import of job history

ComponentCode

ServiceReport

DateDone / HoursDone

DateSigned