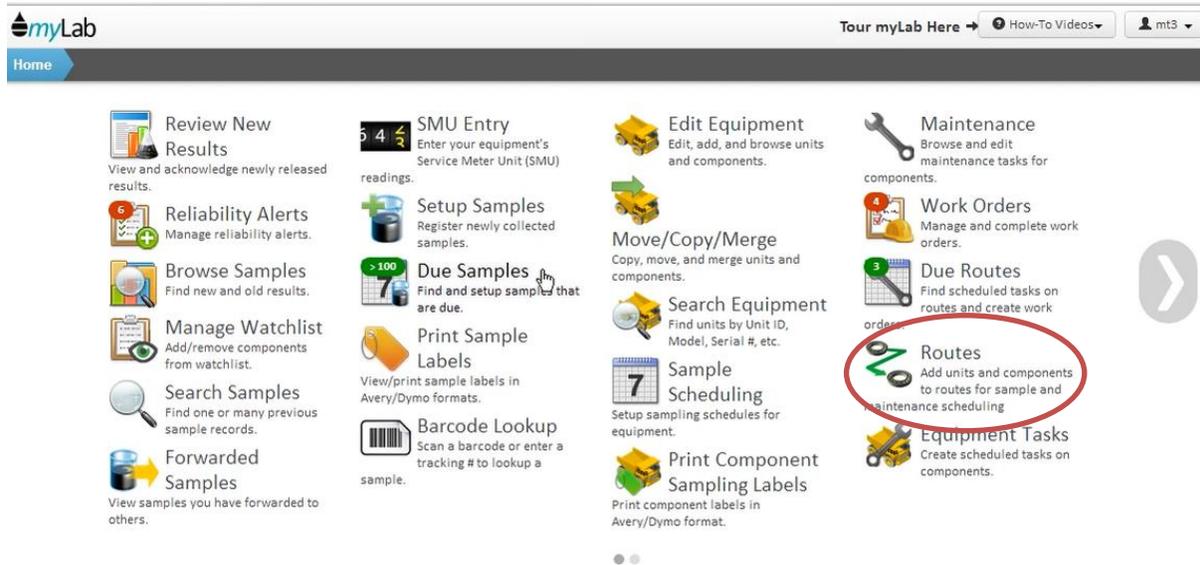


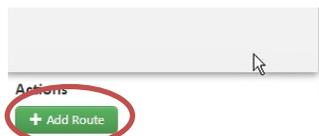
Creating Routes

We recommend that you read creating equipment tasks first as this builds on that. Routes allow you to define a set of equipment that you typically perform tasks on at the same time.

First, select routes from the myLab home page.



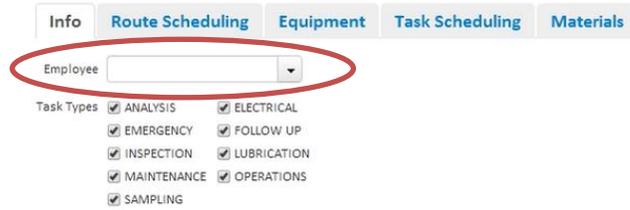
Now press the add route button.



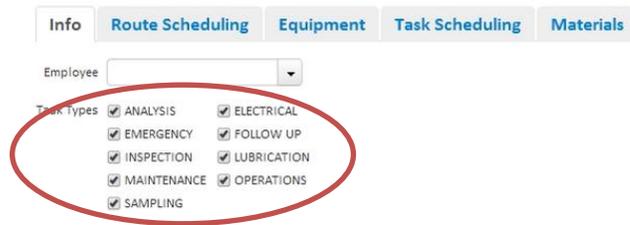
Give your new route a name here.

The screenshot shows the 'New Route' form. The 'Name' field contains the text 'Example Route' and is circled in red. Below the name field, the following information is displayed: 'Component Count: 0', 'Tasks: 0', and 'Estimated Time: 00:00'. At the bottom of the form, there are five tabs: 'Info', 'Route Scheduling', 'Equipment', 'Task Scheduling', and 'Materials'.

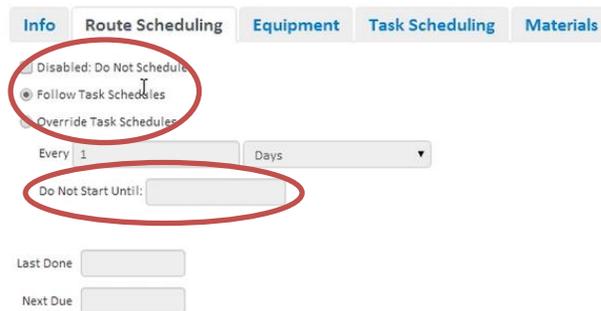
On the info tab, you can assign this route to a specific employee if you want. Typically routes are not assigned to employee's here, instead the work orders created from the route are assigned later.



Also, there are check boxes to set the task types for the route. Each equipment task is of a certain type, this allows you to select which types of tasks should be done for this route.

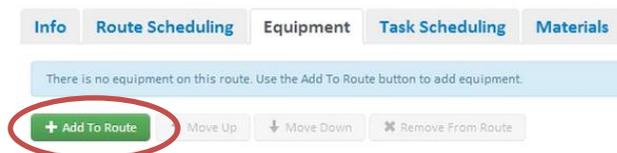


Now click on the route scheduling tab. By default routes follow the task schedules of the components on it. Here you can override the task schedules and set a schedule for the entire route. You can enter a date here to cause the route schedule to start at a specific day.

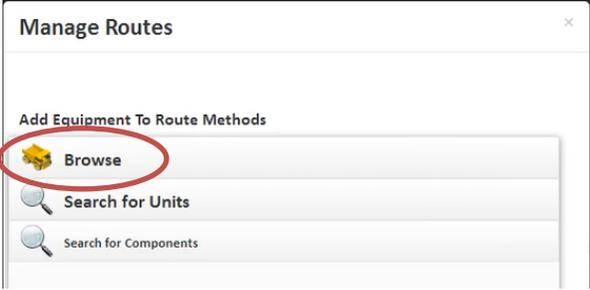


You can also disable a route from being scheduled here, for example if the equipment on it was part of a temporary plant shutdown.

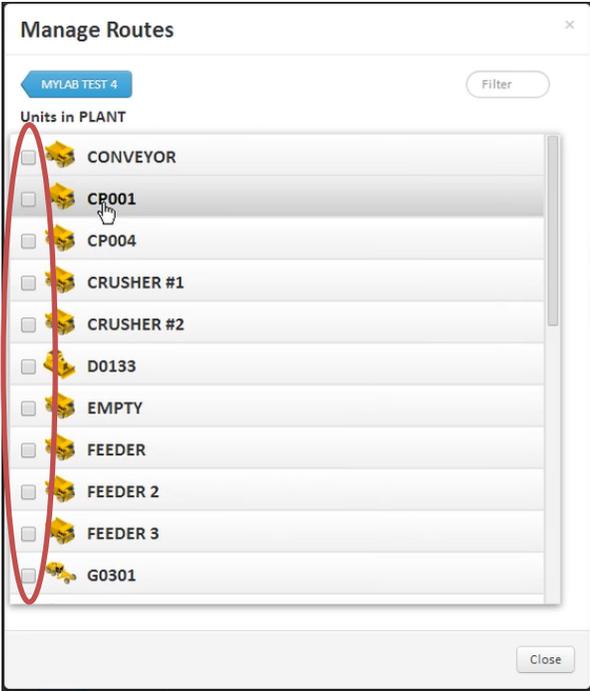
Next add some equipment to my route by clicking on the equipment tab. And pressing the 'Add to Route' button here.



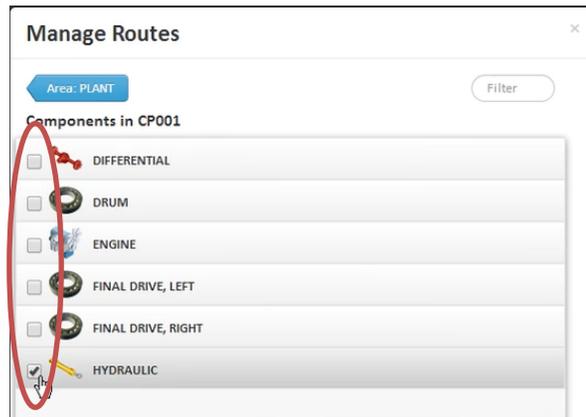
You can then either browse the equipment hierarchy, or search for units or components to add. Pick browse for this example.



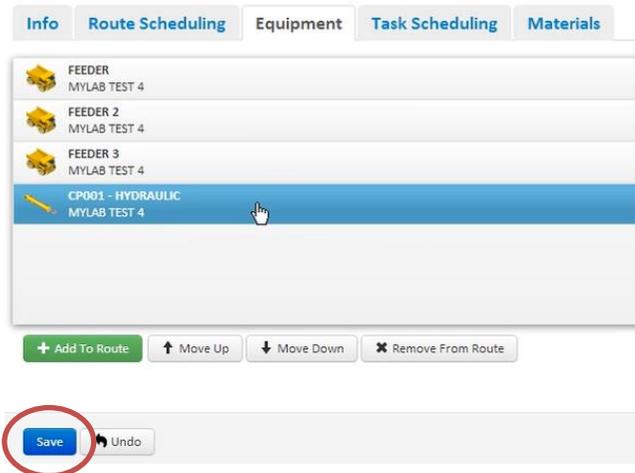
Then select down to a unit list. You can now use these check boxes here to place multiple units into the route.



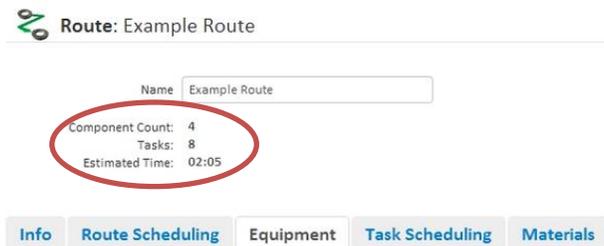
By clicking on a unit, you can add individual components as well.



When you close this pop up window, you can see the equipment selected has been added to the route. Press save to save your changes.



The remaining tabs display information from the equipment on the route. Notice the component count, tasks and estimated time here are now updated.



Under task scheduling tab, you can see the entire task scheduling information for the route. You can also edit or delete tasks from here.

Unit	Component	Enabled (Scheduled Task)	Task Type	Task
FEEDER	HYDRAULIC	✓	SAMPLING	TAKE A
FEEDER	HYDRAULIC	✓	MAINTENANCE	CHANG
FEEDER 2	HYDRAULIC	✓	SAMPLING	TAKE A
FEEDER 2	HYDRAULIC	✓	MAINTENANCE	CHANG
FEEDER 3	HYDRAULIC	✓	SAMPLING	TAKE A
FEEDER 3	HYDRAULIC	✓	MAINTENANCE	CHANG
CP001	HYDRAULIC	✓	MAINTENANCE	CHANG
CP001	HYDRAULIC	✓	INSPECTION	CHECK F

Edit Task Remove Task Edit All Tasks

On the materials tab, you can see all the oils and filters required for the tasks on the route and the amount needed for each.

Required Oils/Lubes:

Oil/Lube	Oil Amount	Oil Units
ESSO, NUTO H, 150	40	LITRES

Required Filters:

Filter	Amount
FRAM HYD. OIL FILTER	4

Once you've setup all of your routes, you are ready to start using them to create work orders. We recommend that you read due routes and creating work orders next.