



## Alarm Manager Help Sheet

### Routine Maintenance Checklists

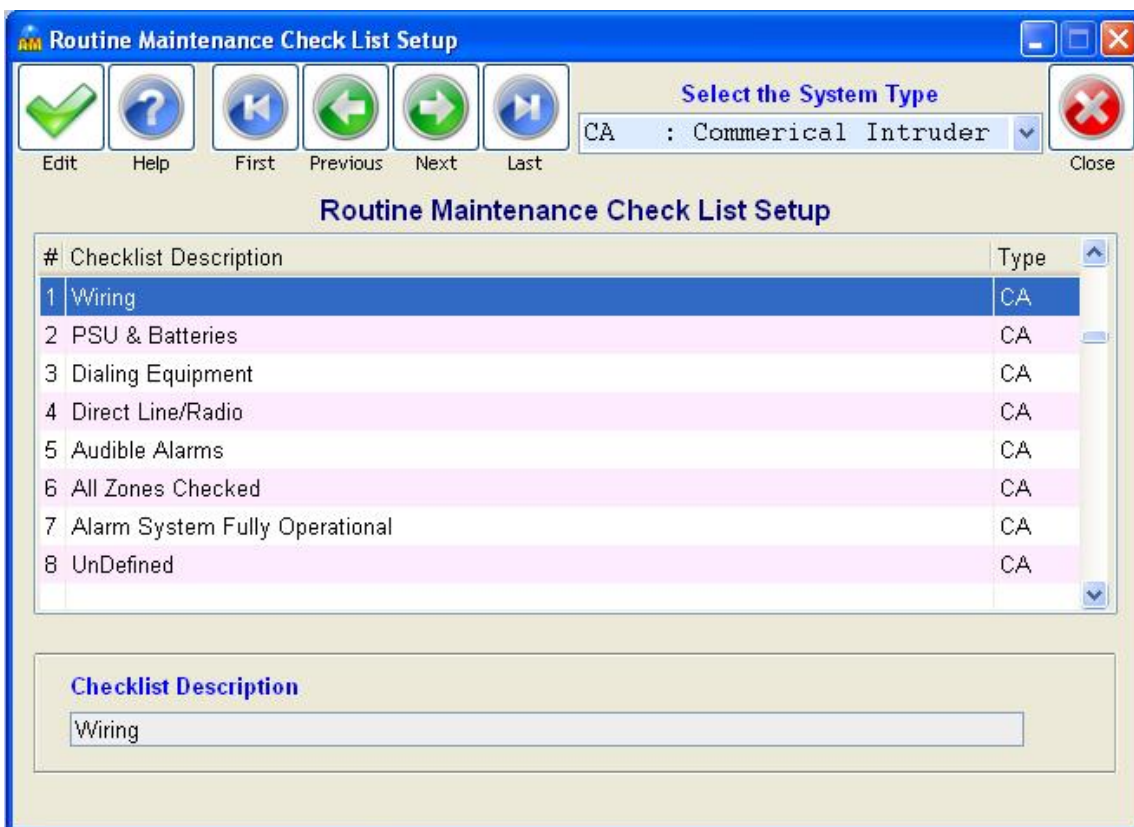
#### 1. Introduction

Alarm Manager has a feature to allow you to setup Routine Maintenance Checklists which you can access while completing Routine Maintenance Calls, allowing you to enter the results of the checklist on the corresponding Service Docket.

Each System Type can have its own Routine Maintenance Checklist. By default each System Type has a Checklist like the example below and you may change these as required.

#### 2. Setting up Routine Maintenance Checklists

On the Data Maintenance Menu, select Routine Maintenance Checklists.



You will see a drop down selection for System Type. This allows you to select the required System Type. Once you select a System Type the existing Checklist items for that System Type (if any) will be displayed.

If Checklist Items have not yet been setup for the System Type the list will display "UnDefined". To setup a Checklist Item or change the Description for an existing Item, double click on the required

Item. The description will then appear on a line below the list and you may enter or change it as required.

Click on the Save button when finished.



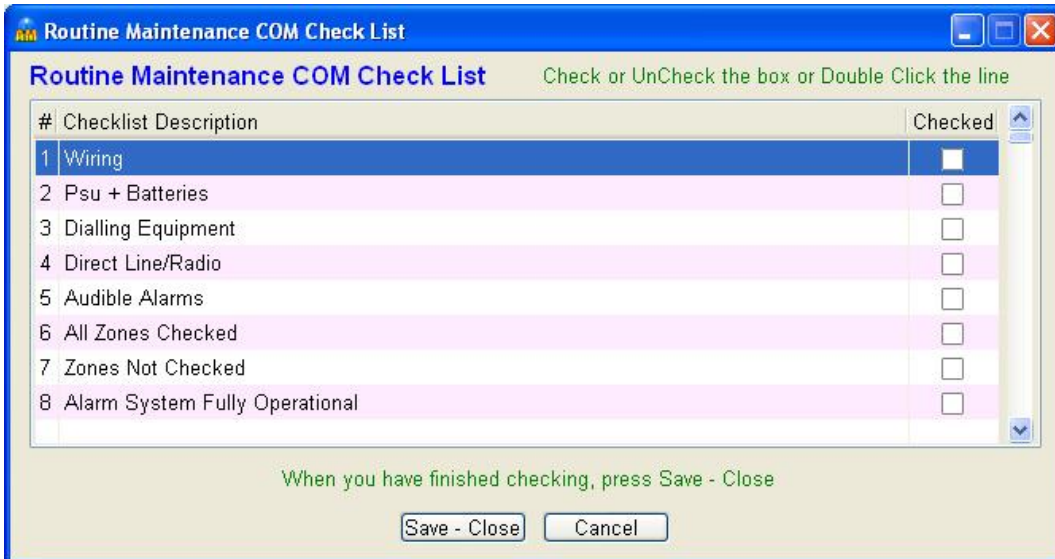
There is a maximum of eight Checklist Items for any one System Type. If you require less than eight, leave the unused Items as "UnDefined". Items described as "UnDefined" will not appear in the Service Call screen when you are entering a Checklist.

### 3. Entering a Checklist while Completing a Call

In the Service Call screen, while completing a Call which is of a type defined as a "Routine Maintenance" Call (this is done in Data Maintenance – Service Call Types), you will see a button called "Checklist".



This allows you to record the Routine Maintenance Checklist. The following example shows a Routine Maintenance Checklist screen for an Intruder Alarm Routine Maintenance call:



The image shows a software dialog box titled "Routine Maintenance COM Check List". The title bar includes standard window controls (minimize, maximize, close). The main area contains a table with the following data:

#	Checklist Description	Checked
1	Wiring	<input type="checkbox"/>
2	Psu + Batteries	<input type="checkbox"/>
3	Dialling Equipment	<input type="checkbox"/>
4	Direct Line/Radio	<input type="checkbox"/>
5	Audible Alarms	<input type="checkbox"/>
6	All Zones Checked	<input type="checkbox"/>
7	Zones Not Checked	<input type="checkbox"/>
8	Alarm System Fully Operational	<input type="checkbox"/>

Below the table, there is a green instruction: "When you have finished checking, press Save - Close". At the bottom of the dialog, there are two buttons: "Save - Close" and "Cancel".

You can double click on a Checkbox to check that particular item.

Click on the "Save – Close" button when complete.