



Creating Tasks for Unplanned Work

How to set up one or more tasks specifically related to security and other once-off incidents.

Most BEIMS users are familiar with using tasks to set up their planned maintenance schedules for assets. Whilst this is the primary purpose of Tasks, they can also be utilised for other means. Tasks can be effectively used for standardising requests through BEIMSWeb and standardising Work Orders which greatly reduces Work Order creation time. Preparing Tasks also ensures important information such as work practice, instructions, materials and permissions are always included on the eventual Work Order, which is essential in documenting OH&S compliance. An example of utilising a Task for unplanned work is for a security related incident.

By setting up a new Task Category Code, such as 'Security', you can begin creating security related tasks. Set up a new Task Category Code by going to the Task Category Codes window in the Planned Maintenance Main Menu. You may use an existing code, or choose to create a new code.

After a Task Category Code is created, Tasks can be set up under this code in the Task Details screen under the Planned Maintenance Main Menu. Depending upon the needs of the organisation and its users, detailed or general Tasks can be pre-defined. For example, you may wish to build a Task for the reporting of a window breakage,

| Code | Description | Status |
|----------|--------------------------|--------|
| SECURITY | Security Tasks | Active |
| ADMIN | Administration Tasks | Active |
| BLDG | Building Tasks | Active |
| ELE | Electrical Tasks | Active |
| ESS | Essential Services Tasks | Active |
| FIRE | Fire System Tasks | Active |
| HVAC | HVAC Tasks | Active |
| SECURITY | Security Tasks | Active |
| WO | Work Order Fault Tasks | Active |

Task Number: SEC-01 | Broken/damaged window | Active

Job Type: M | Malicious Damage | Job Sub-Type: BU | Building

Cost Centre: 1300 | Building Services | Expense Code: |

Task Category: SECURITY | Security Tasks

Priority: 1 - 1 hr, Critical Response | Total Est. Hours: 0.00 | Total Est. Cost (\$): 0.00

or alternatively you could set up a Task describing a general security breach which allows users to enter further details later.

Task Number: SEC-01 | Broken/damaged window | Active

Usage:

- Use in (AMS) Asset Inspections
- Use in (BEIMSWeb) BEIMS Web Remote Request

Job Type and Job Sub-Type can be set up specific to the Task (custom Job and Job Sub-Types can be added within the Information Set up Menu of BEIMS). The cost centre will depend upon the incident itself. In the case of the broken window, the cost centre may be Engineering/Building Services, or if considerable damage has been done, the cost centre selected may be 'Insurance', in which case a cost centre code for 'Insurance' should be chosen (and created if need be). The Task Category Code as set up earlier is used in this instance. Further details can be included under the Task Information tab if required.

BEIMSWeb users should also ensure that the option to 'Use in BEIMSWeb Remote Request' under the Usage tab is ticked.

By setting up Tasks for commonplace jobs, BEIMS users can significantly reduce the time required to create Work Orders and also maintain the consistency of job requirements. Job Type, Job Sub-Type, Priority, Trades, Contracts, Estimated Hours and Costs, Cost Centre and Extra Details can be pre-defined within the Task. These fields can be later modified on the work order if required.

Upon creation of a Work Order, extra information about the Task can also be appended to the Work Order, saving the user a lot of entry time if the Task requires detailed work to be completed.



The Tasks created are now available to be requested via BEIMSWeb Remote Request. If the BEIMS user has access to the Work Order Automation Agent, the request can be automatically distributed and the work can begin. Otherwise the Work Order can be viewed by the dispatcher and either actioned or the request forwarded specifically to security using the forwarding option now available in BEIMS 5.7.

BENEFITS:

- ✓ Reduce the amount of time required to create a Work Order
- ✓ Maintain consistency of job requirements
- ✓ Ensure important information is always included on Work Orders