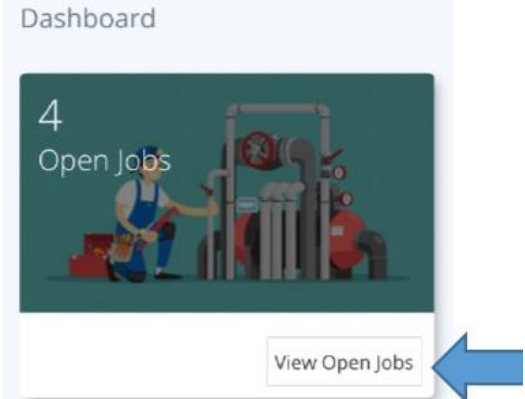

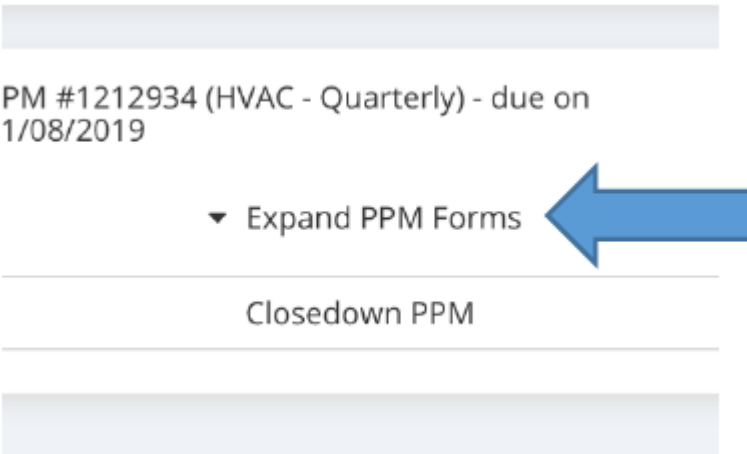


PPM Forms – Web Closedown

<p>1. The Dashboard is displayed upon log in. Select “View Open Jobs”.</p>	
<p>2. This will take you to the Open Jobs screen, where you can select to complete PPM Jobs at a given site. Click on the number under “PPM” to view Pending PPM jobs for that site.</p>	
<p>3. You will see a list of all PPM jobs ready to be completed at this site.</p> <p>4. Select the “Expand PPM Forms” option for the PPM you are at the site to complete.</p>	

Warning: Hard copies of this document may not be the latest version. The most up-to-date version is located on the intranet.

<p>5. PPMs are divided into Opening, Asset and Closing questions where applicable. The interface will show you which forms are incomplete and complete, highlighting them in yellow and green respectively.</p> <p>6. Click on “Answer Questions” for a given module to begin answering questions for it.</p>	
<p>7. Answer all the questions in the form. Questions requiring responses are marked with an asterisk (*) symbol. Once complete, click “Save”</p>	
<p>8. Where there are asset based questions the asset tag number and any location/system information will be shown in the list.</p> <p>9. Ensure you are answering questions about the correct asset.</p>	

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<p>10. Notice the Opening questions are now green. Repeat steps 4 and 5 for each of the remaining Asset and Closing questions.</p> <p>11. Once they are all complete, click on “Closedown PPM”</p>	
<p>12. From here the Closedown process is the same as it was previously. Enter all required information into the Closedown form, and select “Save Closedown” to complete the PPM.</p> <p>13. Note: The system will prevent a closedown from being recorded if you have not completed all PPM Forms.</p>	<p>Closedown Information:</p> <p>Status:</p> <p>I'm complete</p> <p>Attended Site</p> <p>Current PPM Callout cannot be completed. All corresponding forms must be completed prior to completing the PPM Callout.</p>