




























Audit 24 the Service Logs,
 Answer questions 1-4, Any non conformance generate an Issue.

INTRASTATS STOCK MENU

SERVICE VISITS

Service Visits

All Active and Single visit services should be shown.

Service Logs										
To Add new Servicing / Start by finding the Hospital / Company via Intrastats CRM Use the 'O' Delivery account										
<div>KEY</div> <div>Recurring Service</div> <div>Once Only Service</div>										
Tracking ID	Service ID	Recur Months	Opera	Location	Description	Equipment List	Due Date	Scheduled Date	ORD's	
34	12	12	00004990	Sunderland Royal Hospital	Delivery Suite and Neonatal Unit	48 Items	26/01/15	---	ORD69051	  
33	9	12	00004260	Royal Preston Hospital	Resus cabinets, Delivery Suite	41 Items	03/04/15	---		  
35	29	12	00000780	Burnley General Hospital	Resus Cabinets and Blenders	28 Items	11/09/15	---		  
36	27	12	00000550	Royal Blackburn Hospital	Resus cabinet and blender annual service	12 Items	17/09/15	---		  
14	14	0	00005210	Walsall Manor Hospital	Tom Thumb Conversions and Upgrade	4 Items	15/02/13	---		  
13	13	0	00001350	County Durham & Darlington Hospital	maternity tom thumbs	10 Items	18/04/13	---		  
28	28	0	00000591	Royal Bolton Hospital	Resus cabinet upgrade to include blender	32 Items	17/05/13	---		  
25	18	0	00002370	Westmorland General Hospital	Resus cabinet upgrade to include blender	1 Items	19/06/14	---		  
30	23	0	00003580	North Manchester General Hosp	Resus cabinet and blender annual service	16 Items	30/07/14	---		  

1. Are Any service Visits Over Due?,

Note Tracking ID 34 in the Example,

Has the Over due Visit got any Action notes:

Click:



Service Visit ID: 12 Tracking ID 34	
Location Notes	
Hotel Notes	Booked in Bede Guest House from Monday 26th January for three nights. Contact name at Guest House is Pamela Tate - 07833787481
Dates Booked	Emailed Pam to advise that we Week commencing 26th January Booked in Bede Guest House from Monday 26th Jan for three nights. Had to cancel above dates as per Phil.. will re-organize once Phil is feeling better.
Engineer notes	Need to call/e-mail David Ferguson on the morning to OK the visit.
Completion notes	
Service Engineer has completed the Visit	<input type="checkbox"/>
Service Engineer has scanned all relevant parts	<input type="checkbox"/>
Service Reports Sent	<input type="checkbox"/>
Primary Contact Sent Reports	<input type="checkbox"/>
Service Reports Confirmed Received	<input type="checkbox"/>
Invoice can now be generated/sent	<input type="checkbox"/>
Service Visit is fully complete	<input type="checkbox"/>

2. Have any over due Visit NOT got any action notes?

Drop out of the Service Visit Section,
Search Intrastats



In the Subject Contains Words box type: ***Check The Service Visit Logs***

Search Issues and Meetings	
Specific Meeting	
Meeting Sub Section	
Issue # / Linked Issue #	
Issue Status	All Issues
Created By User:	
Subject Containing Words (Comma Separate)	Check The Service Visit Logs
Subject Excludes Words (Comma Separate)	
Notes Containing All Words (Comma Separate)	
Notes Containing Any of Words (Comma Separate)	
Notes Excluding All Words (Comma Separate)	
Has Attachment	<input type="checkbox"/> On
Attachment Contains Any of Words (Comma Separate)	
Account Number / Customer Name	
Stock Reference / Description	
Date Usage	<input type="radio"/> Date Updated By <input type="radio"/> Date Created <input type="radio"/> Date Completed
Month	
Year	0
Search	Go

32 Issues Found	
Issue # 53586 - Service exisiting Date Created 28/10/14 Created By:Auto_Calender Date Completed: 31/10/14	Check the Service visit logs System Generated 28 Oct 2014 Lisa Leggoe No services due
Issue # 53571 - Service exisiting Date Created 27/10/14 Created By:Auto_Calender Date Completed: 31/10/14	Check the Service visit logs System Generated 27 Oct 2014 Steve Hardaker Done.
Issue # 53437 - Service exisiting Date Created 21/10/14 Created By:Auto_Calender Date Completed: 31/10/14	Check the Service visit logs System Generated 21 Oct 2014 Lisa Leggoe

You should see a list of system generated tasks to 2 Different employees,
Scroll down the list,

3. Are more than 1 Issue outstanding per user?

4. Any problems found in the Issues system not being addressed?