VST Helen Lamb
15-7-15

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

KEY
Recuring Service
Once Only Service

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	26	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?, N/A

Note Tracking ID 34 in the Example,

VST

Has the Over due Visit got any Action notes:

Click:

N/A

Service Visit ID: **12** *Tracking ID 34*

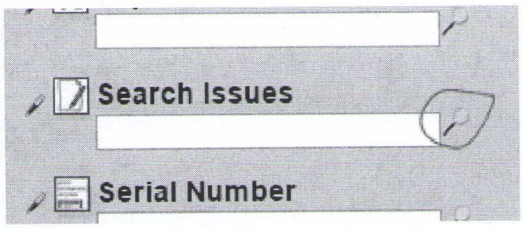
Location Notes	
Hotel Notes	Booked in Bede Guest House from Monday 26th January for three nights. Contact name at Guest House is Pamela Tate - 07833787481 Emailed Pam to advise that we
Dates Booked	Week commencing 26th January Booked in Bede Guest House from Monday 26th Jan for three nights. Had to cancel 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	
Service Engineer has scanned all relevant parts	
Service Reports Sent	
Primary Contact Sent Reports	
Service Reports Confirmed Received	
Invoice can now be generated/sent	Will flag ORD69051 Yellow in the Active List
Service Visit is fully complete	

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

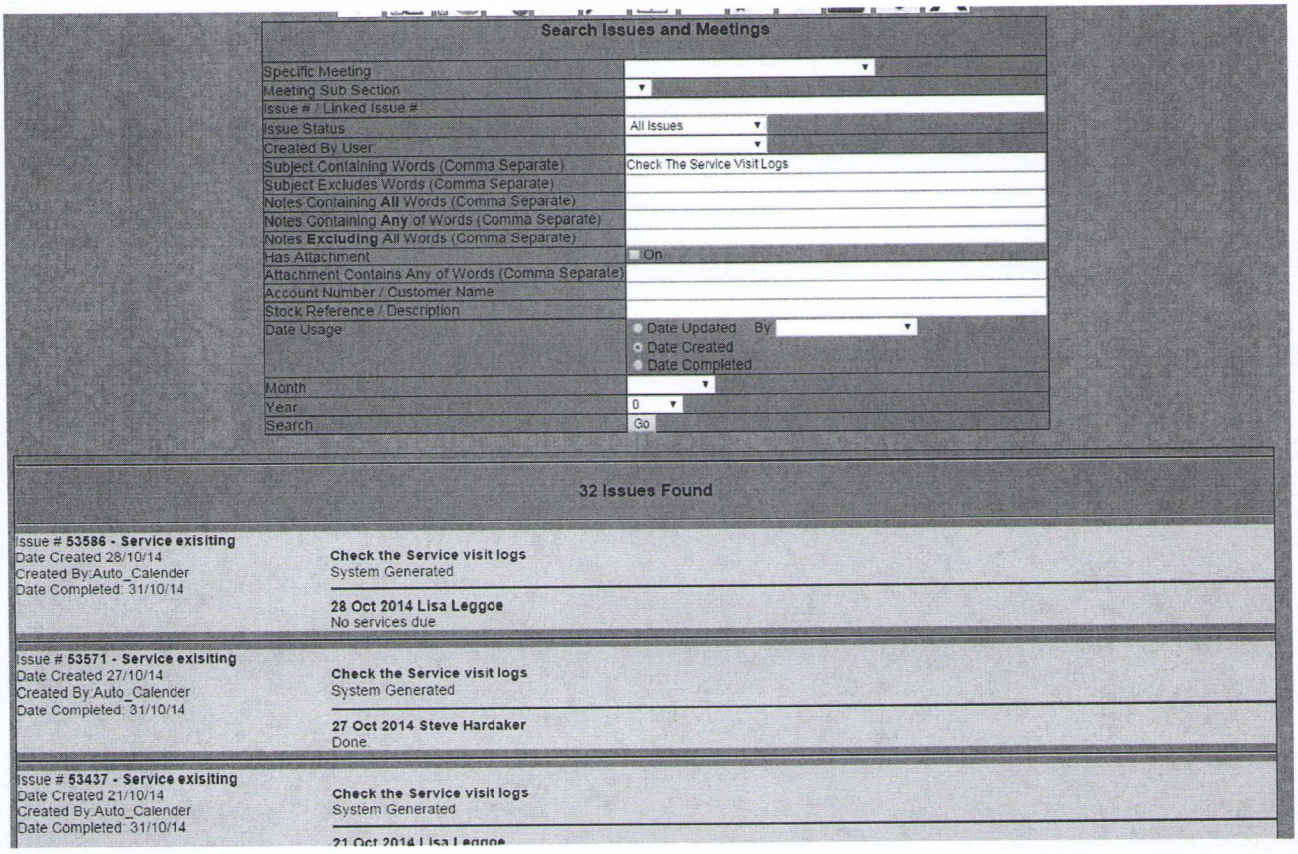
N/A

VST

Drop out of the Service Visit Section,
Search Intrastats



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



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?

N/A

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

N/A