Creating a New Maintenance Issue

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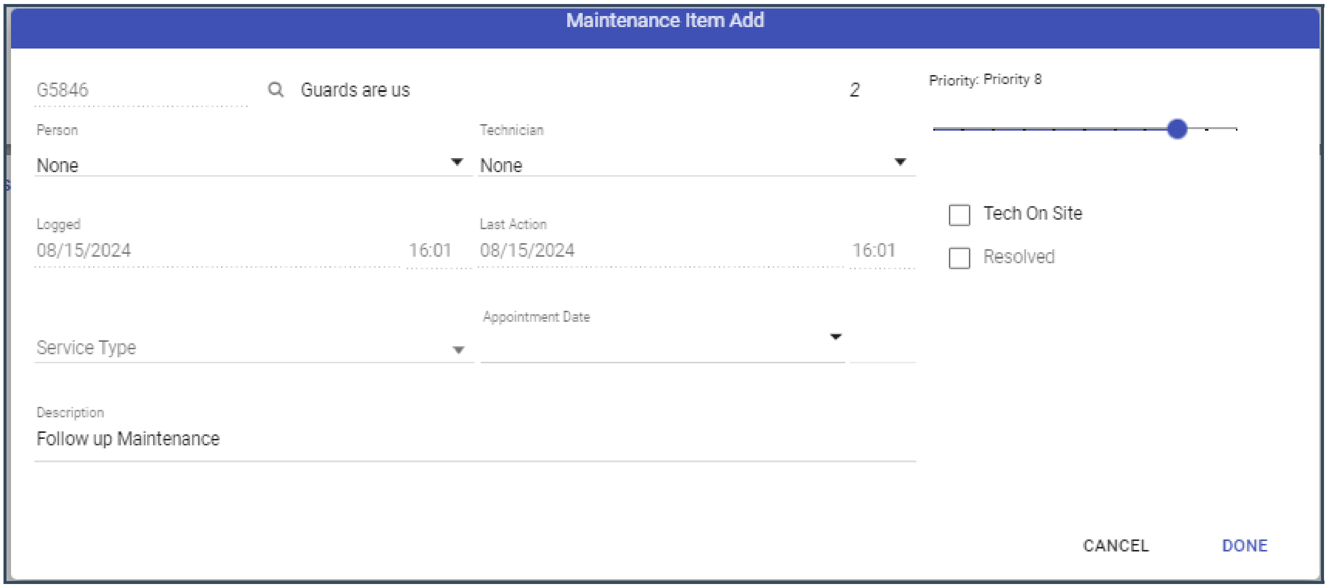
While some automations create Maintenance Issues, it is possible to also manually create them. Here's how:



1. **Load the Customer or other Entity** that requires the Maintenance Issue.
2. Navigate to the **Maintenance Issues form**.
3. **Click the Plus sign ()** to add a Maintenance Issue.
4. The entity data loads automatically.
5. If applicable and configured on your system, c**hoose the person at the entity with whom this relates**.
6. If applicable and configured on your system, **choose the appropriate technician**.
7. **Drop down and select the Service Type.** These may be added and updated within your Supervisor Workstation.
8. If applicable, **set the Appointment date**.
9. **Enter the Description** of the Maintenance Item.
10. **Set the priority** of this issue. See your operational guidelines for setting priorities for your organization.
11. When all data is entered as needed, **click Save ()**.