

# How to Perform ‘Enter Repair Notes’ Device Action

‘Enter Repair Notes’ action will allow you to enter a new repair note event.

- 1. Open the [Device Actions](#) screen. Refer to [Device Actions](#) for the field description.
- 2. Select ‘Enter Repair Notes’ from the **Action** combo box list.
- 3. Enter the **Date**.
- 4. Enter the **Repair Notes**.
- 5. Click the **OK** toolbar button. Once the process is successful, you will be returned to the **Devices** tab.

The screenshot shows a 'Device Actions' dialog box with a blue header and a white body. At the top left, there are 'OK' and 'Cancel' buttons. Below them is a 'Details' tab. Under the 'Details' tab, there are two input fields: 'Device Type' with the value 'Tank' and 'Serial No' with the value 'Tank1234'. Below these is an 'Action' dropdown menu showing 'Enter Repair Notes'. Underneath the dropdown is a section titled 'Device Action'. Inside this section, there is a 'Date' field with the value '04/26/2016' and a 'Repair Notes' text area containing the text 'Please repair the tank'. At the bottom of the dialog box, there is a status bar with icons for help, refresh, and a lightbulb, followed by the word 'Ready'.

The auto-generated event will be displayed on the Event History tab.

Site	Detail	Devices	Associated Sites	Appliances	Call Entry	Delivery History	Event History	Work Orders	Attachment (0)	Audit Log (16)
Q Open X Remove Layout Q Filter Records (F3)										
Date	Type	Description	User ID	Serial No.						
04/26/2016	Device Repair Note	Device Repair Note	irelyadmin	Tank1234						

- 6. **Save** the changes in the Consumption Sites record.

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- Click the **OK toolbar button**. Once the process is successful, you will be returned to the **Devices tab**.

**Device Actions**

OK Cancel

Details

Device Type: Tank Serial No: 1057438

Action: Enter Repair Notes

Device Action

Date: 02/08/2016

Repair Notes: Please repair the tank.

Ready

The auto-generated event will be displayed on the Event History tab.

Site	Detail	Devices	Associated Sites	Appliances	Call Entry	Delivery History	Event History	Work Orders	Audit Log (40)
Open	Remove	Layout	Filter Records (F3)						
Date	Type	Description	User ID	Serial No.					
02/08/2016	Device Repair Note	Device Repair Note	irelyadmin	1057438					

- Save the changes in the Consumption Sites record.

This action will allow you to enter a new repair note event.

- Open the **Device Actions** screen. Refer to **Device Actions** for the field description.
- Select **'Enter Repair Notes'** from the **Action** combo box list.
- Enter the **Date**.
- Enter the **Repair Notes**.
- Click the **OK toolbar button**. Once the process is successful, you will be returned to the **Devices tab**.

**Device Actions**

OK Cancel

Device Type: Tank Serial No: SN12345678

Action: Enter Repair Notes

Device Action

Date: 03/12/2015

Repair Notes: This is a sample repair note.

Ready

The auto-generated event will be displayed on the Event History tab.

Site	Detail	Devices	Associated Sites	Appliances	Call Entry	Delivery History	Event History	Work Orders	
View	Remove	Layout	Filter Records (F3)						
Date	Type	Description	User ID	Serial No.					
03/12/2015	Event-013	Device Repair Note	AGADMIN	SN12345678					

- Save the changes in the Consumption Sites record.

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- 3. Enter the **Date**.
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The auto-generated event will be displayed on the Event History tab.

Site	Detail	Devices	Associated Sites	Appliances	Call Entry	Delivery History	Event History	Work Orders
View Remove Filter:								
Date	Type	Description		User ID	Serial No.			
03/12/2015	Event-013	Device Repair Note		AGADMIN	SN12345678			

- 6. **Save** the changes in the Consumption Sites record.