

Integration



Control



Mobility

Solution Whitepaper,

Setup and User Guide

TAG365 Software

A Maintenance Solution

(CMMS)

Simplicity

## Contents

<b>1. About TAG365 and The Asset Guardian.....</b>	<b>4</b>
a. Solution Description.....	4
b. Version.....	5
c. Localization and Languages.....	5
<b>2. User Profiles .....</b>	<b>6</b>
a. User Role for a Maintenance Manager .....	6
<b>3. Primary Functions .....</b>	<b>7</b>
Primary Functions for a Maintenance Manager.....	7
<b>4. Contributing Functions .....</b>	<b>15</b>
a. Contributing Functions for a Maintenance Manager.....	15
<b>5. Potential Instabilities and Challenging Data .....</b>	<b>19</b>
a. Whiteboard “Period Start” .....	19
b. Large amount of Equipment and sub-assembly records.....	19
c. Released Work Order Overview list refresh.....	19
<b>6. Consistency Validation Test: .....</b>	<b>20</b>
Assumptions:.....	20
Prerequisites:.....	20
Required information: .....	20
Perform primary function tests: .....	21
<b>Create New equipment: .....</b>	<b>21</b>
<b>Create Work Procedure:.....</b>	<b>24</b>
<b>Create Personnel of maintenance:.....</b>	<b>26</b>
<b>Create Outside Service Provider (OSP) : .....</b>	<b>28</b>
<b>Create a Consumable : .....</b>	<b>29</b>
<b>Primary Function : Create an Item .....</b>	<b>30</b>
<b>Create a Work Request:.....</b>	<b>31</b>
<b>Create a Work Order from Request:.....</b>	<b>32</b>
<b>Create a Manuel Work Order Using Copy Order feature:.....</b>	<b>33</b>
<b>Create a Manuel Work Order:.....</b>	<b>34</b>
<b>My Requests list: .....</b>	<b>35</b>
<b>Work Order Header and line Related Requirment:.....</b>	<b>36</b>



Consumption Work Order feature:.....	38
Work Order Complete feature:.....	39
Equipment Whiteboard :.....	41
Personnel Whiteboard :.....	42
Reference finished work order statistics and equipment statistics .....	43



## 1. About TAG365 and The Asset Guardian

### a. Solution Description

TAG365 was developed based on the Microsoft Dynamics 365 Business Central platform using Extensions as a means to provide our maintenance solution as an application connected to Microsoft Office 365.

TAG365 has the same base functionality as TAG (The Asset Guardian) which is a Certified Microsoft Dynamics ISV solution.

TAG365 is a maintenance solution (CMMS) for companies with assets that require the following actions as part of their life cycle:

- Requests for maintenance and request management
- Unscheduled repairs that you want to record,
- Inspection or calibration work,
- Unpredictable events, such as breakdown repairs,

TAG365 allows you to predefine the following to plan the maintenance:

- Specific technicians with suggested skills and qualifications,
- Required parts
- Required tools,
- Other charges (Hotel & transportation),
- Outside service providers (OSP)

TAG365 allows for request management, always records the results and keeps accurate statistics on your assets.

Responses to the required maintenance actions may be efficiently handled through predefined procedures or manual interventions.

In addition, electronic documents and materials may all be attached to a work order.

TAG365 lets you define the rules for how a defined task or event should be handled and what ancillary materials are required as a work procedure, which may then be applied to a work order as part of a template, or as an individual task line in the work order..

TAG365 helps you manage and create maintenance work orders resulting from requests, planning purposes or need. To help you manage your work load, TAG provides interactive views of your work load by personnel, equipment or tasks. You can even view your Requests and their current status. The dynamic change feature utilized by all these views empowers you with maximum flexibility to make changes to your work orders and/or technician assignments to meet your demands.



**b. Version**

Microsoft Dynamics 365 Business Central  
TAG9.00.04.15.03r

The Asset Guardian is maintained for current customers, it is the original version of the TAG product and is now released in multiple solutions.

TAG365 is built on extensions and is managed by Tag Plan. The user has limited access to the Base TAG functionality as downloaded with the application. New customers for TAG365 will work with the Tag functionality made available by TAG plan through extensions that were developed from the 70 million object range as assigned by Microsoft. Tag plan allows limited access by the user to TAG modules as licensed on the supporting Dynamics 365 Business Central database. The intent is to makes the product and implementation price point more flexible, in accordance with Microsoft Dynamics 365 Business Central's offers and product structure.

**c. Localization and Languages**

North America, English (United States)

**Reference documents:**

There are two documents used for TAG365 to describe install, configuration, functional description, data setup and scenario guide:

Installation and Configuration Guide: TAG Dynamics 365 Business Central Installation and configuration guide.

Solution Whitepaper, User Guide and Key Usage Scenarios document TAG365 Software: TAG Dynamics 365 Business Central Setup User Guide document.

## 2. User Profiles

Business Manager Profile is the unique profile used in this document, it can be used as the starting profile for all maintenance user roles: manager, maintenance planner, maintenance technician or maintenance requester.

### a. User Role for a Maintenance Manager

User profile	role ID	description	transactions
Maintenance Manager	9022	<p>The Manager will verify the maintenance practices and give orientation to his staff.</p> <p>Can also execute the daily planning activities in the maintenance department.</p> <p>execute the maintenance work, report activities done and material used</p> <p>Optionnaly, A Manager will initiate service or work requests on the maintenance department based on observation.</p>	<p><b>A Maintenance Manager will:</b></p> <ul style="list-style-type: none"> <li>• Access the Equipment Overview</li> <li>• Access the Whiteboards and verify the work load by personnel, equipment or tasks,</li> <li>• Access all types of work orders to monitor who does what and when,</li> <li>• Monitor requests for maintenance, set priorities and convert work requests or service requests into work orders,</li> <li>• Create work orders manually or by copying another work order or by releasing a Planned Work Order,</li> <li>• Classify the work, set priorities, schedule the Technicians and load level the maintenance department.</li> <li>• Control the maintenance work executed by the Technician,</li> <li>• Maintain or create TAG records like Equipment, Work Procedure, emplate, etc.</li> <li>• Access the personnel whiteboard, drill down to a released work order, print the work order packet, print a pick list</li> <li>• Optionaly, create a Consumption Order to consume some of the spare parts ,enter feedback, report the time spent during the day and close work order lines with time.</li> <li>• Optionaly ,The manager can create service or work requests,</li> <li>• Lookup own requests, use the tracking tool to follow up the progression of own requests.</li> </ul>

### 3. Primary Functions

#### Primary Functions for a Maintenance Manager

List of the primary functions for a Maintenance Manager, Role ID 9022:

##### Primary function for the Maintenance Manager:

Access the equipment overview or equipment list to:

- Control which equipment is maintained,
- Extract information and statistics about equipment by element.

Where in TAG	What Information
Maintenance Equipment> Equipment Overview> Navigate> Equipment Card... <u>Reference</u> FastTab	Information <b>by Element</b> or <b>by Hierarchy</b> ... Information <b>for W/O Header</b> or <b>for W/O Lines</b> ... <ul style="list-style-type: none"> <li>• <b>Requests count</b> per Equipment (Open &amp; Finished Requests)</li> <li>• <b>Planned W/O count</b></li> <li>• <b>Released W/O count</b></li> <li>• <b>Finished W/O count</b> <ul style="list-style-type: none"> <li>○ (Print the FWO from the Header count)</li> <li>○ <b>Dynamics 365 Business Central</b> Navigate functionality through the FWO Card</li> </ul> </li> </ul> <p>* The information is displayed in <b>statistical format</b>.  ** The “count” fields are <b>drillable</b> and allow to view <b>Lists</b> and <b>Cards</b>.  *** Through the Finished W/O count, it is possible to <b>Print the FWO</b>  **** <b>Filters</b> can be used on the Lists.</p>
Maintenance Equipment>Equipment Overview>Equipment Card... Top toolbar... <b>Planned W/O List</b> button, <b>Released W/O List</b> button, <b>Finished W/O List</b> button.	<b>List</b> of all the different <b>Work Orders</b> (W/O) for this Equipment.  * Each W/O can be either <b>viewed</b> or <b>edited</b> . ** The <b>Tracking</b> information is available *** <b>Filters</b> can be used on the Lists.
Maintenance Equipment>Equipment Overview>Equipment Card... Top toolbar... <b>Equipment List</b> button	<b>List</b> of all the <b>Equipment IDs</b> in TAG.  * <b>New</b> , <b>Edit</b> , <b>Delete</b> functionalities are available, ** The <b>Analyze</b> functionality is available, *** The <b>Transfer History</b> functionality is available, **** <b>Filters</b> can be used on the Lists.
Maintenance Equipment>Equipment Overview>Equipment Card... Top toolbar... <b>Overview</b> button	<b>Overview</b> of all the <b>Equipment IDs</b> in TAG.  * Same Page as the <b>Main Equipment Overview</b> , ** The <b>cursor</b> is already positioned on the Equipment ID, *** <b>Filters</b> can be used on the Overview Page.



-or through- The Main Equipment Overview Page	
Maintenance Equipment>Equipment Overview>Equipment Card... Top toolbar... <b>Comments</b> button	<p><b>List</b> of all the <b>Comments</b> for this Equipment.</p> <p>* <b>New, Edit, Delete</b> functionalities are available,  ** Tick box to <b>Print</b> the Comments on the W/O Packet,  *** Possibility to set a “<b>Print Period</b>” by Comment,  **** Possibility to “<b>Print by Technician</b>” for each Comment.</p>
Maintenance Equipment>Equipment Overview>Equipment Card... Top toolbar... <b>Entries</b> button (TAG Ledger) <ul style="list-style-type: none"> <li>• <b>Personnel,</b></li> <li>• <b>Inventory,</b></li> <li>• <b>Tool,</b></li> <li>• <b>OSP,</b></li> <li>• <b>Other.</b></li> </ul>	<p><b>List</b> of all the <b>TAG Ledger Entries</b> by Finished W/O.  The <b>Dynamics 365 Navigate</b> functionality is available on all the TAG Ledgers.</p> <p>* The majority of the fields on the List are <b>drillable</b>,  ** Possibility to <b>Print a Ledger Entries Report</b>,  *** <b>Filters</b> can be used on the Lists.</p>
Maintenance Equipment>Equipment Overview>Equipment Card... Top toolbar... <b>Statistics</b> button.	<p>Information on Equipment by <b>Element</b>:</p> <ul style="list-style-type: none"> <li>• <b>First &amp; Last</b> Finished W/O,</li> <li>• <b>Lifetime statistics</b> on Finished W/O,</li> <li>• The <b>Active Work</b>: <ul style="list-style-type: none"> <li>○ <b>Open W/O</b></li> <li>○ <b>Existing DMPs</b></li> <li>○ <b>Agreements</b></li> </ul> </li> <li>• The <b>Current Year</b>: <ul style="list-style-type: none"> <li>○ <b>Count</b> of <b>Preventative</b> vs <b>Reactive</b> W/O,</li> <li>○ <b>Budget</b> and <b>Actual</b> statistics,</li> <li>○ All TAG <b>Ledgers statistics</b>.</li> </ul> </li> <li>• The <b>Prior Year</b>: <ul style="list-style-type: none"> <li>○ <b>Count</b> of <b>Preventative</b> vs <b>Reactive</b> W/O.</li> <li>○ <b>Budget</b> and <b>Actual</b> statistics.</li> <li>○ All TAG <b>Ledgers statistics</b>.</li> </ul> </li> </ul> <p>The <b>Statistics Page</b> also gives access to:</p> <ul style="list-style-type: none"> <li>• Equipment <b>Analysis Page</b> and <b>Hierarchy Analysis Page</b>: <ul style="list-style-type: none"> <li>○ Lines closed <b>by Operator</b> vs <b>by System</b>.</li> <li>○ Work Order count <b>with</b> or <b>without</b> Work Code.</li> </ul> </li> </ul> <p>The <b>Info</b> Icon under “<b>Work Codes</b>” gives access to:</p> <ul style="list-style-type: none"> <li>▪ <b>Work Code Analysis List:</b></li> </ul>



	<p>The <b>“Count” drill down field</b> gives access to:</p> <ul style="list-style-type: none"> <li>• <b>Finished W/O Line Details List (By Work Code).</b> * The majority of the fields on the Finished W/O List are drillable. ** The Finished W/O Card is available and gives access to the <b>Dynamics 365 Business Central Navigate</b> functionality.</li> </ul>
<p>Equipment Card... Top toolbar... <b>Analyze</b> button.</p>	<p>Equipment <b>Analysis Page</b> ( only the Element...not the Hierarchy) :</p> <ul style="list-style-type: none"> <li>• Lines closed <b>by Operator</b> vs <b>by System</b>.</li> <li>• Work Order count <b>with</b> or <b>without</b> Work Code.</li> </ul> <p>The <b>Info</b> Icon under <b>“Work Codes”</b> gives access to:</p> <ul style="list-style-type: none"> <li>○ <b>Work Code Analysis List:</b></li> </ul> <p>The <b>“Count” drill down field</b> gives access to:</p> <ul style="list-style-type: none"> <li>▪ <b>Finished W/O Line Details List (By Work Code).</b> * The majority of the fields on the Finished W/O List are drillable. ** The Finished W/O Card is available and gives access to the <b>Dynamics 365 Navigate</b> functionality.</li> </ul>
<p>Equipment Card... Top toolbar... <b>Work History</b> button...</p> <ul style="list-style-type: none"> <li>• <b>Header Work History</b></li> <li>• <b>Line Work History</b></li> </ul>	<p><b>Header Work History:</b> (When the Equipment ID appears on the <b>Header</b> of the Finished W/O):</p> <ul style="list-style-type: none"> <li>• <b>List of Finished W/O where the Equipment ID appears on the Header.</b></li> </ul> <p>* The majority of the fields on the Finished W/O List are drillable. ** The Finished W/O Card is available and gives access to the <b>Dynamics 365 Business Central Navigate</b> functionality.</p> <p><b>Line Work History:</b> (When the Equipment ID appears on the <b>Line</b> of the Finished W/O):</p> <ul style="list-style-type: none"> <li>• <b>List of Finished W/O where the Equipment ID appears on the Line.</b></li> </ul> <p>* The majority of the fields on the Finished W/O List are drillable. ** The Finished W/O Card is available and gives access to the <b>Dynamics 365 Navigate</b> functionality.</p>

Equipment Card... Top toolbar... <b><u>Attachments</u></b> button.	<p><b><u>List of Attachments</u></b> for this Equipment.</p> <p>Any kind of Attachments may be associated with the Equipment Card or Sub-Assembly Card:</p> <ul style="list-style-type: none"> <li>• Word, Excel, Power Point, Visio, MS Project documents,</li> <li>• PDF</li> <li>• Jpg</li> <li>• Notepad,</li> <li>• Etc...</li> </ul>
Equipment Card... Top toolbar... <b><u>Feedback</u></b> button.	<p><b><u>List of Feedback</u></b> for this Equipment.</p> <p>* Different <b><u>Feedback Types</u></b> are created (only from Work Orders):</p> <ul style="list-style-type: none"> <li>• General</li> <li>• As Found (Equipment)</li> <li>• Repairs</li> <li>• As Left (Equipment)</li> <li>• Recommendations</li> </ul> <p>** The “<b>Document No.</b>” in the List of Feedback is a drillable field and allows to access the Finished W/O Card that was used to generate the Feedback.</p>
Equipment Card... Top toolbar... <b><u>Parts</u></b> button.	<p><b><u>List of Spare Parts</u></b> for this Equipment.</p> <p>* Spare Parts can be created from:</p> <ul style="list-style-type: none"> <li>• Existing “<b>Items</b>”</li> <li>• Existing “<b>Consumables</b>”</li> </ul> <p>** New, View, Delete functionalities</p>

**Primary function for the Maintenance Manager:**

Access the whiteboards to verify the work load:

- Equipment Whiteboard,
- Personnel Whiteboard,
- Task Whiteboards.

All whiteboards allow the user to select filter options which may change the content shown.  
In addition, users may perform many other functions while viewing the whiteboards.

Where in TAG	What Information
Maintenance Tasks>Released Work order> Equipment Whiteboard...	<p>The <b>Equipment Whiteboard</b> shows Work Orders by Equipment.</p> <p>The purpose of the Equipment Whiteboard is to provide a real-time view of your Equipment by date of Planned or Released Work Orders.</p> <p><u>Standing and Pending Approval Orders</u> are not shown on this</p>

	<p>Whiteboard.</p> <p>The Equipment Whiteboard is an active and visual work management tool divided into four (4) segments:</p> <ul style="list-style-type: none"> <li>• General FastTab showing filters to control the information used to populate the Whiteboard FastTab. These filters allow the user to control what and how the Equipment is shown in the <u>Description column</u>. <u>The filters are divided into four (4) groups:</u> <ul style="list-style-type: none"> <li>○ Equipment (Level 1 or All levels)</li> <li>○ Duty Status (Active, Idle, Down, All)</li> <li>○ Work Orders (Released or Planned)</li> <li>○ Locations (Region, Facility, Area, Line)</li> </ul> </li> <li>• Whiteboard FastTab showing Work Orders spread on a calendar and sorted by Equipment.</li> <li>• Details FastTab displaying a list of the Work Order(s) selected in the calendar for a given day.</li> <li>• Last segment showing some Work Order key fields for the Work Order selected in the Details FastTab.</li> </ul>
<p>Maintenance Tasks&gt;Released Work order&gt; Personnel Whiteboard...</p>	<p>The <b>Personnel Whiteboard</b> shows Work Orders by Personnel. The purpose of the Personnel Whiteboard is to provide a real-time view by person, by Outside Service Provider and by time of Planned or Released Orders. <u>Standing and Pending Approval Orders</u> are not shown on this Whiteboard.</p> <p>The Equipment Whiteboard is an active and visual work management tool divided into four (4) segments:</p> <ul style="list-style-type: none"> <li>• General FastTab showing filters to control the information used to populate the Whiteboard FastTab. These filters allow the user to control what and how the Equipment is shown in the <u>Description column</u>. <u>The filters are divided into three (3) groups:</u> <ul style="list-style-type: none"> <li>○ Work Orders (Released or Planned)</li> <li>○ Locations (Region, Facility, Area, Line)</li> <li>○ Include Personnel Without (Region, Facility)</li> </ul> </li> <li>• Whiteboard FastTab showing Work Orders spread on a calendar and sorted by Personnel.</li> <li>• Details FastTab displaying a list of the Work Order(s) selected in the calendar for a given day.</li> <li>• Last segment showing some Work Order key fields for the Work Order selected in the Details FastTab.</li> </ul>
<p>Maintenance Tasks&gt;Released Work</p>	<p>The <b>Task Whiteboard</b> shows the Work Order Steps and provides personnel utilization percentages.</p>

order> Task Whiteboard...	<p>The purpose of the Task Whiteboard is to provide a real-time view by person, by Outside Service Provider and by time of Planned or Released Orders.</p> <p>When the Task option is selected you must <b>choose the Date</b> by which the data on the Whiteboard will be organized. In addition, this Whiteboard utilizes the Steps on the Work Orders.</p> <p><u>Standing and Pending Approval Orders</u> are not shown on this Whiteboard.</p> <p>The Equipment Whiteboard is an active and visual work management tool divided into four (4) segments:</p> <ul style="list-style-type: none"> <li>• General FastTab showing filters to control the information used to populate the Whiteboard FastTab. These filters allow the user to control what and how the Equipment is shown in the <u>Description column</u>. <u>The filters are divided into three (4) groups:</u> <ul style="list-style-type: none"> <li>○ Work Orders (Released or Planned)</li> <li>○ Locations (Region, Facility, Area, Line)</li> <li>○ Include Personnel Without (Region, Facility)</li> <li>○ Steps Included (Open, Finished, All)</li> </ul> </li> <li>• Whiteboard FastTab showing Work Orders spread on a calendar and sorted by Personnel.</li> <li>• Details FastTab displaying a list of the Work Order(s) selected in the calendar for a given day.</li> <li>• Last segment showing some Work Order key fields for the Work Order selected in the Details FastTab.</li> </ul>
------------------------------	---

**Primary function for the Maintenance Manager:**

- Create work orders manually or,
- Copy another work order or,
- Release a Planned Work Order.

Where in TAG	What Information
Maintenance Tasks>Released Work order...	<p><u>To create a new Released Work Order:</u></p> <p>From the Released Work Order list, in the Maintenance Tasks section, click on the New button, the Work Order card will be displayed. Tab over the No. field (or click on the Description field) to let TAG assign automatically a No.</p> <p>Enter a Description, assign an Equipment, assign a Technician and fill the desired fields.</p> <p>In the Lines FastTab, use the pull down on the Steps field to assign a Work Procedure or enter a Description. TAG will copy the Technician code from the Header to the Line.</p>
Maintenance Tasks>Released Work	<u>To copy another work order:</u>

order...	<p>From the Released Work Order list, in the Maintenance Tasks section, click on the New button, the Work Order card will be displayed. Tab over the No. field (or click on the Description field) to let TAG assign automatically a No.</p> <p>In the Action tab, click on the Copy Order button, TAG will ask you what kind of order to copy from and will give you some options, click on the OK button to create a new Released Work Order.</p> <p>Edit the Description and other desired fields on this new Work Order.</p>
Maintenance Tasks> Planned Work order...	<p><u>To <b>release</b> a Planned Work Order:</u></p> <p>From the Planned Work Order list, select a Planned Work Order to be released, in the Maintenance Tasks section, click on the Edit button, the Work Order card will be displayed.</p> <p>In the Action tab, click on the Release Order button. TAG will ask you if you are sure about this action and if you want to refresh the dates to today's dates, a message is displayed that the planned Work Order has been released.</p> <p>Refresh the priority and the status of the new Released Work Order. If desired, you could also edit other fields.</p>

**Primary function for Maintenance Manager:**

- Access the Personnel Whiteboard, drill down to a Released Work Order,
- Print the Work Order Packet, Print a Pick List,

Where in TAG	What Information
Maintenance Tasks Section...	<p>From the Whiteboard by Personnel FastTab, in the calendar section, on a given day, drill down on the information (WO/Time),</p> <p>In the Whiteboard Details FastTab, drill down on the No. field to open the work order card.</p> <p>From the Released Work Order card, in the Navigate FastTab, click on the <b>Work Order Packet</b> button, select the desired filters and click on the Print Button. Click on the <b>Picking List</b> button and follow the same procedure.</p> <p>Walk to the store to pick the spare parts.</p>

**Primary function for Maintenance Manager :**

- Create a Consumption Order to consume some of the spare parts, enter Feedback,
- Report the time spent during the day.
- Close the Lines with Time.

Where in TAG	What Information
Maintenance Tasks Section...	<p>From the Released Work order card, in the Navigate tab, click on the Consumption button, set the Actual Quantity field and click on the Consume button.</p> <p>TAG will ask you if it is OK to post the Consumption Order and to set the Actual Quantity to zero on the original work order. Click the Yes button.</p> <p>In the Navigate tab, click on the Feedback button and key in the desired feedback type.</p> <p>In the Line FastTab, enter the number of hours spent on this work order in the Actual Time field.</p> <p>In the Navigate tab, click on the Close Line W/Time button.</p>

**Primary function for Maintenance Manager :**

- Create a Work Request or a Guided Request.

Where in TAG	What Information
<p>Maintenance Tasks Section...</p> <p>(Similar procedure for the Guided Request)...</p>	<p>From the Work Request page, key in mandatory and optional fields (as per the TAG setup).</p> <p>In the Action tab, click on the Additional Description button and key in text.</p> <p>In the Action tab, click on the Create button to create a Work Request.</p>

## 4. Contributing Functions

### a. Contributing Functions for a Maintenance Manager

Contributing Function	Definition
<b>Equipment Transfer</b>	<p>TAG supports Equipment or a sub-assembly moves from any level to any other level.</p> <p>With the Transfer functionality, it is possible to list the transfers for equipment.</p> <p>The list of transfers can be filtered by numerous different pertinent fields.</p>
<b>Management of the Security by User</b>	<p>TAG allows to assign Users to Regions, Facilities and Enterprise.</p> <p>When Security is active in Setup&gt;Controls&gt;Security FastTab (Security On field is ticked), then, the Users will see only the information related to the Regions, Facilities and Enterprise they are assigned to.</p> <p>Additionally, Users can be authorized or restricted on the following functionalities:</p> <ol style="list-style-type: none"> <li>1. Allow Capital Expenditures</li> <li>2. Allow Standing Orders</li> <li>3. Allow Create WO from Request</li> <li>4. Allow Equipment Change &amp; line delete on RWO</li> <li>5. Allow FO Feedback Change</li> <li>6. Allow Equipment Move</li> <li>7. Allow Work Order Deletion</li> <li>8. Consumption Order Approval Required</li> <li>9. Require Approval on Complete</li> </ol>
<b>Checkout &amp; Returns functionality</b>	<p>For Users that wish to have a tight control on spare parts, TAG proposes a functionality that allows a stock keeper to “Checkout” material to a Technician or to a Released Work Order.</p> <p>When the Work Order is completed, the material not used must be returned.</p> <p>It is possible to control the checkouts, returns and usage in the “Inventory Checkout” report (Departments&gt;Maintenance&gt;Inventory&gt;Reports and Analysis&gt;Inventory Checkout)</p>



<b>Approval Required</b>	<p>TAG offers the possibility to post a Maintenance Work Order when the Technician click on the “Complete” functionality of a Released Work Order.</p> <p>But if management desires to control the Technician’s input on a Released Work Order, it is possible to have an extra step and send the Completed Work Orders in a section called “Pending Approval Work Orders”.</p> <p>Then, the Maintenance Planner or the Maintenance Manager would verify the Work Orders and post them from this section.</p> <p>(Departments&gt;Maintenance&gt;Work Orders&gt; Pending Approval Work Orders).</p>
--------------------------	--

<b>Contributing Function</b>	<b>Definition</b>
<b>Equipment Select/Unselect, Move</b>	<p>TAG supports Equipment or a sub-assembly <b>moves</b> from any level to any other level.</p> <p>From the Navigate tab:</p> <ol style="list-style-type: none"> <li>1. Click on the equipment or sub-assembly to move,</li> <li>2. Click on the Select/Unselect button,</li> <li>3. Position the cursor where you want to move the equipment or sub-assembly,</li> <li>4. Click on the Move button,</li> <li>5. Answer the questions on the popup window (After/Under and Reason for the transfer),</li> <li>6. Click OK</li> </ol>
<p><b>Copy User Personalization</b></p> <p>Departments&gt;Maintenance&gt;Periodic Activities&gt; Copy User Personalization</p>	<p>This functionality allows a Super User to copy his personalization to other TAG Users after an optimization of the TAG Pages.</p> <p>It applies the personalization only to the TAG pages and does not modify anything for the <b>Dynamics 365 Business Central</b> pages.</p>
<p><b>Copy Equipment Data</b></p> <p>Departments&gt;Maintenance&gt;Equipment&gt; Lists&gt;Equipment overview... Open an Equipment card, Navigate tab, Copy Equipment Data button...</p>	<p>This functionality allows a TAG User to create a new equipment by copying all the information from another equipment that has the same structure.</p> <p>It creates the following elements copied from the model equipment:</p> <ol style="list-style-type: none"> <li>1. A new level 1 equipment code,</li> <li>2. New sub-assembly codes matching the model,</li> <li>3. Attachments,</li> </ol>

	<ol style="list-style-type: none"> <li>Comments,</li> <li>Service Agreements,</li> <li>Parts (Items and consumables)</li> </ol>
<b>Import Meter Data</b>  Departments>Maintenance>Equipment>Import Meter Data...	TAG accommodates bulk meter reading by Equipment. The procedure includes compiling all the meter readings in an Excel worksheet and use the Import Meter Data functionality
<b>Records Import tool</b>  Departments>Maintenance>Periodic Activities> Imports>	Tag offers tools to import data: <ol style="list-style-type: none"> <li>Equipment Groups</li> <li>Consumables</li> <li>Equipment</li> <li>XYZ Coordinates</li> </ol>

Contributing Function	Definition
<b>Manage Consumption Order Change (MCOC)</b>  Departments>Maintenance>Setup>Facility... Open a Facility card, Validity FastTab, Manage Consumption Order Change...	<p>This functionality replicates the changes done in a Consumption Order back to the originating Released Work Order.</p> <p>When the “<b>Manage Consumption Order Change</b>” Option is Active (MCOC):</p> <ul style="list-style-type: none"> <li>Data elements (Particularly Related Requirements) on a Consumption Order will affect the originating Released Work Order only upon Posting of the Consumption Order.</li> <li>Until Posting of the Consumption Order, there may be differences in the data content on the Consumption Order and the originating Released Work Order.</li> <li>Any other data element(s) on the Consumption Order may be changed by an authorized user. However, any such change(s) will not be reflected on the originating Released Work Order.</li> </ul> <p>Also, during the creation of any Released Work Order, if Related Requirements are attached to the Header or to the Lines, by default, the “<b>Substitution Allowed</b>” field is activated but is also editable.</p>

Contributing Function	Definition
<b>Copy Equipment Data</b>  Maintenance Equipment>Equipment>Lists>Equipment overview...	This functionality allows a TAG User to create a new equipment by copying all the information from another equipment that has the same structure.

Open an Equipment card, Navigate tab, Copy Equipment Data button...	<p>It creates the following elements copied from the model equipment:</p> <ul style="list-style-type: none"> <li>6. A new level 1 equipment code,</li> <li>7. Attachments,</li> <li>8. Comments,</li> </ul> <p>Parts (Items and consumables)</p>
---	--

Contributing Function	Definition
<p><b>Service and Work Request defaults setup</b></p> <p>Departments&gt;Maintenance&gt;Setup&gt;Controls... Request FastTab...</p>	<p>To accommodate the Requester Users, TAG allows to setup many defaults that will be applied to the Service and to the Work Request pages:</p> <ul style="list-style-type: none"> <li>1. Default Maintenance Type</li> <li>2. Default Work Request Priority</li> <li>3. Default Work Request Status</li> <li>4. When the Request is used to build a Work Order, the Additional Description can be converted into : <ul style="list-style-type: none"> <li>a. Feedback on the Work Order</li> <li>b. Comments on the Work Order</li> <li>c. Lines on the Work Order</li> </ul> </li> </ul> <p>The following fields may be required or optional:</p> <ul style="list-style-type: none"> <li>1. The Request Description</li> <li>2. Maintenance Type</li> <li>3. Equipment ID</li> <li>4. Requester name</li> </ul>

## 5. Potential Instabilities and Challenging Data

### a. **Whiteboard “Period Start”**

Specific setup for the Whiteboard “Period Start” vs an old Released Work Order may cause misunderstanding:

The Whiteboards are using the oldest Released Work Order dates to start displaying their calendar.

As an example, if we are in July 2015 but one old Released Work Order is still in TAG dated in January 2015, then TAG will start displaying the calendar starting in January 2015 even if the majority of the Released Work Orders are in July 2015.

So if the Whiteboard “Period Start” is set to 10D as an example, the Whiteboard will start showing a calendar that does not display the oldest Work Order. A setup of -1D would.

In such a case (10D), a User may observe that the Whiteboard calendar always starts by displaying old dates without showing Work Orders while the majority of the Work Orders are displayed in a recent part of the calendar.

### b. **Large amount of Equipment and sub-assembly records**

A very large amount of Equipment and sub-assembly records will slow the process down when an Equipment is selected.

Even more if in Controls, the “Equipment List Option” is set to “Overview” instead of “List”.

### c. **Released Work Order Overview list refresh**

If a Released Work Order is deleted, it is necessary to get out of the Released Work Order Overview and go back in it to see the deletion. This application behavior comes from the use of a temporary Table to accommodate the Split Work Order functionality.

## 6. Consistency Validation Test:

### Assumptions:

- This section assumes that the 'Test User' has a base functional knowledge and familiarity with Standard Microsoft **Dynamics 365**. As such the 'Test Procedure(s)' in this section focus only on how to use and test the solution noted. Where the solution deviates from Standard Microsoft **Dynamics 365** functionality will be highlighted.
- The 'Test user' will read and perform tests in this section in the order presented.

### Prerequisites:

Complete tasks in 'Tag365 Setup and Configuration guide' before proceeding.  
Review the prior sections before proceeding.

### Required information:

### Testing Notes:

- Note that primary function test scenarios are listed in a logical order for the test user to build test data that may then be used in later testing. The reference "Profile Role" and 'Primary Function' will be detailed. Primary functions may be used in multiple Profile roles, but each test scenario will only be detailed once for document clarity and brevity.
- Each Primary Function will be described as in the following order:
  - Tag profile description
    - Primary Function name
      - Step by Step procedure
  - Sample screenshot of result for Primary Function.
- The User may change TAG profiles as desired, however, all primary functions may be performed for the test procedure from the profile: TAGMaintMgr. The other profiles are available and directions on how to change are included: 1) TAGMAINTMGR, 2) TAGREQUESTER, 3) TAGPLANNER, 4) TAGMAINTTECH

### Test Procedure for Primary Functions:

1. Log into TAG365 under profile 'Maintenance Manager'
  - a. TAG Maintenance Manager, Role ID 70016130

## Perform primary function tests:

### Create New equipment:

- Start from Tag **Business Manager** profile
- Go to the **Equipment Setup** Section and click on the **Equipment Overview**
- Click on the Button **New** on the Ribbon.
- Open the **General Fast** tab.
  1. Tab over the **No.** field (or click on the **Description** field) to let TAG assign automatically a **No.**
  2. Enter the equipment **Description, Facility, Region and Equipment Group** fields.
- Open The Source Fast Tab.
  1. Enter **Purchase Cost, Date of Purchase ,Model Number ,Serial Number, Instal Date** fields.
  2. Select **ok** to close page.

### Note:

If desired Region, Facility or Equipment Group doesn't exist, you can create them from equipment card :

Here example how to create Equipment Group if doesn't exist :

1. Click on the three dot button for equipment group field.
2. Click on New button on the open list

The screenshot shows the 'EDIT - TAG EQUIPMENT CARD - TESTINGEQUIPMENT' form in the Tag Business Manager interface. The form is divided into several sections: General, Source, Service, and Technical. The General section is currently active, displaying fields for ID, Description, Facility, Region, Enterprise, Address, City, State, Country Code, Zip Code, Equipment Group, Duty Type, Service Agreements, Ignore Date Meter Policies, and Ignore Inventory Policies. A dropdown menu is open for the Equipment Group field, showing a list of equipment groups. The first item in the list is 'E00001' with the description 'toyota forklift'. A red circle with the number 1 is next to the dropdown arrow, and a red circle with the number 2 is next to the 'E00001' selection. The Source section contains fields for Purchased from OSP, Purchased from Vendor, Date of Purchase, Purchase Cost, Manufacturer, Model Number, Equip. Serial No., Instal Date, Warranty, Warranty Expiration Date, Expected Life Years, Anticipated Replacement, Annual Escalation %, Projected Replacement Cost, and Credit Memo No. The Service and Technical sections are currently collapsed.

### 3. Enter the Code, Description fields :

ID	FIXED ASSET NO.	LEVEL PARENT	HIERARCHY PARENT	SUB-ASS. EXIST
EQ100001	...	EQ100001	EQ100001	No
EQ10001		EQ10001	EQ10001	No
EQ10002		EQ10002	EQ10002	No

  

CODE	DESCRIPTION	COMMENT
*	toyota forklift	No
FORKLIFT	...	No

### Result:

Equipment Card: access to the equipment card.

CRONUS Canada, Inc. | Finance | Cash Management | Sales | Purchasing | Approvals | Self-Service | Setup & Extensions | Maintenance Setup | Maintenance Labour | **Maintenance Equipment** | Maintenance Inventory | Maintenance

TAG Equipment | TAG Equipment Overview | TAG Equipment Groups

INSIGHT FROM LAST MONTH

The best-selling item was  
ATHENS Desk with 18 units sold

Activities

SALES THIS MONTH: \$2,863 | OVERDUE SALES INVOICE AMOUNT: \$100,936 | OVERDUE PURCH. INVOICE AMOUNT: \$79,148

ONGOING SALES: SALES QUOTES (2), SALES ORDERS (4), SALES INVOICES (7) | ONGOING PURCHASES: PURCHASE ORDERS (4), ONGOING PURCH. INVOICES (3), PURCH. INVOIC. NEXT WEEK (0) | PAYMENTS: UNPROCESSED PAYMENTS (1), AVERAGE COL. DAYS (5.8) | INCOMING DOCUMENTS: MY INCOMING DOCUMENTS (1) | MY USER TASKS: PENDING USER TASKS (0) | START: Sales Quote, Sales Order, Sales Invoice, Purchase Invoice, Sales Return Order

PRODUCT VIDEOS



Dynamics 365 Business Central TAG Equipment Overview

CRONUS Canada, Inc. | Finance Cash Management Sales Purchasing Approvals Self-Service Setup & Extensions

TAG Equipment TAG Equipment Overview TAG Equipment Groups

TAG Equipment Overview: All New Page Navigate Show fewer

1

2

\* New  
 \* Equipment Card  
 \* SubAssembly Card  
 \* Equipment List...

ID	DESCRIPTION	DUTYTYPE	OF	MODEL	EQUIPMENT	WARRAN...	EXPIRATI...	COMPANY	ENTERPRI...
		STATUS	SE...	NUMBER	GROUP	DATE	WA...	ID NO.	
TESTING...	Use for documentation	Active							

## General and Source Fast Tab Equipment Card :

Dynamics 365 Business Central TAG Equipment Overview

CRONUS Canada, Inc. | Finance Cash Management Sales Purchasing Approvals Self-Service Setup & Extensions

TAG Equipment TAG Equipment Overview TAG Equipment Groups

TAG Equipment Overview: All New Page Navigate

HOME ACTIONS NAVIGATE

New Sub-Assembly Edit Delete New Manage Process

EDIT - TAG EQUIPMENT CARD - EQ100001

General

ID: EQ100001 Country Code: US

Description: ForkLift Toyota Zip Code:

Facility: FAC001 Equipment Group: FORKLIFT

Region: USA Duty Type: Continuous

Enterprise: Service Agreements: 0.00

Address: 285 Ed USA Ignore Date Meter Policies:

City: Ignore Inventory Policies:

State:

Source

Purchased from OSP: Warranty:

Purchased from Vendor: Warranty Expiration Date:

Date of Purchase: 6/20/2017 Expected Life Years: 0

Purchase Cost: 25,000.00 Anticipated Replacement ...:

Manufacturer: Annual Escalation %: 0.00

Model Number: Projected Replacement Cost: 0.00

Equip. Serial No.: SN147 Credit Memo No.:

Install Date: 6/20/2017

Service >

Technical >

Components >

Close

Follow the steps above to create this list of Equipments :

ID	Description	Facility	Region	Adress	Equip Group	Duty Type	Date Of Purchase	Purchase Cost	Equip Serial Numb	Install Date
EQ100001	ForkLift Toyota	Fac001	USA	285,Ed,USA	ForkLift	Continuous	06/20/17	25000	SN147	06/20/17
EQ100002	Cat Excavator	Fac001	USA	285,Ed,USA	ForkLift	Continuous	06/15/17	8000	SN148	06/15/17
EQ100003	Komatsu Loader	Fac001	USA	285,Ed,USA	ForkLift	Continuous	06/20/17	10000	SN149	06/20/17

### Create Work Procedure:

- Start from Tag **Business Manager** profile
- Go to the **Maintenance Setup** Section and click on the **Work Procedure** menu.
- Click on the **New** Button under the Ribbon.
- Open the **General fast** tab on the **Work Procedure card**:
  1. Tab over the **No.** field (or click on the **Description** field) to let TAG assign automatically a **No.**
  2. Enter the **Description**, **Standard time** and others desired fields.
- Click on Navigate Tab and then on **Related Requirement** button to enter Work Procedure Related Requirement .
  - On the open Page,click on the type column and select item.
  - Click on the No field to select one item
  - Click on the Expected Quantity column to enter the expected quantity for this item.
  - If Expected Unit Cost is not there,you should enter Expected Unit Cost for this item.
  - Click on the next line and select consumable as type.
  - Click on the No field to select one Consumable.
  - Click on the Expected Quantity column to enter the expected quantity for this Consumable.
  - If Expected Unit Cost is not there,you should enter Expected Unit Cost for this consumable
- Click on Navigate Tab and then on **Attachments** to enter Work Procedure attachment(Picture,file documentation....)
  - On the open Page, click "Is URL" field if it's a link .
  - Click on the "Filename" three dot button field to select the location file.
- Click on Navigate Tab and then on **Comment** to enter a specific Work Procedure instruction (to help a technician to perform this task...)
  - On the open Page,click on the Date Column to enter the date of comment.
  - Click on the Description Column to enter the comment Description.

## Result:

Access to the Work Procedure card :

The screenshot displays the Tag Dynamics 365 Business Central interface. The top navigation bar includes 'Dynamics 365' and 'Business Central'. The main navigation menu on the left lists various modules: Finance, Cash Management, Sales, Purchasing, Approvals, Self-Service, Setup & Extensions, Maintenance Setup (highlighted with a red circle 1), Maintenance Labour, Maintenance Equipment, and Maintenance Inve. The 'Maintenance Setup' menu is expanded, showing options like TAG Facilities, TAG Regions, TAG Personnel, TAG User Setup, TAG Status Codes, TAG Maintenance Types, TAG Order Types, TAG Work Codes, TAG Problem Codes, TAG Reason Codes, TAG Work Procedures (highlighted with a red circle 2), TAG Templates, and TAG Date Meter F. Below the navigation bar, the 'INSIGHT FROM LAST MONTH' section shows 'The largest posted sales invoice was for \$34,560'. The 'Activities' section displays three cards: 'SALES THIS MONTH' (\$2,863), 'OVERDUE SALES INVOICE AMOUNT' (\$100,936), and 'OVERDUE PURCH. INVOICE AMOUNT' (\$79,148). The 'ONGOING SALES' section shows cards for 'SALES QUOTES' (2), 'SALES ORDERS' (4), and 'SALES INVOICES' (7). The 'ONGOING PURCHASES' section shows cards for 'PURCHASE ORDERS' (4), 'ONGOING PUR. INVOICES' (3), and 'PURCH. INVOIC. NEXT WEEK' (0). The 'PAYMENTS' section shows 'UNPROCESSED PAYMENTS' (1) and 'AVERAGE COL. DAYS' (5.8). The 'INCOMING DOCU.' section shows 'MY INCOMING DOCUMENTS' (1). The 'MY USER TASKS' section shows 'PENDING USER TASKS' (0). The 'START' section shows buttons for 'Sales Quote', 'Sales Order', 'Sales Invoice', 'Purchase Invoice', and 'Sales R Order'. Below this, the 'TAG Work Procedures' section is shown, with a table header: 'NO.', 'DESCRIPTION', 'WORK CODE', 'EQUIPMENT GROUP', and 'S'. The table content is empty, with a message '(There is nothing to show in this view)'.

Work Procedure General fast tab :

The screenshot displays the Tag Dynamics 365 Business Central interface, specifically the 'TAG Work Procedures Card'. The top navigation bar includes 'Dynamics 365' and 'Business Central'. The main navigation menu on the left lists various modules: Finance, Cash Management, Sales, Purchasing, Approvals, Self-Service, Setup & Extensions, Maintenance Setup, Maintenance Labour, Maintenance Equipment, and Maintenance Inve. The 'Maintenance Setup' menu is expanded, showing options like TAG Facilities, TAG Regions, TAG Personnel, TAG User Setup, TAG Status Codes, TAG Maintenance Types, TAG Order Types, TAG Work Codes, TAG Problem Codes, TAG Reason Codes, TAG Work Procedures, TAG Templates, and TAG Date Meter F. Below the navigation bar, the 'TAG Work Procedures Card' is shown. The card has a 'General' fast tab selected. The card content includes a 'CONTROL1000000003' field, a 'No.' field, a 'Description' field, a 'Standard Time' field, an 'Estimated Step Time' field, a 'Requirements' field, a 'Qualifications' field, and an 'Attachments' field. The 'Standard Time' and 'Estimated Step Time' fields are highlighted with a green box. The 'Requirements' field is highlighted with a green box. The 'Qualifications' field is highlighted with a green box. The 'Attachments' field is highlighted with a green box.

### Work Procedure Related Requirement :

Dynamics 365 Business Central TAG Work Procedures > WP100001 > TAG Expected Related Requirements													
NEW - TAG EXPECTED RELATED REQUIREMENTS + New													
SOURCE NO.	SOURCE LINE NO.	TYPE	NO.	DESCRIPTION	SU... AL...	UNIT OF MEASURE	VARIANT CODE	LOCATION CODE	AVAILABLE QUANTITY (LOCATIONS)	EXPECTED QUANTITY	EXPECTED UNIT COST	KE... CO...	
WP100001	...	0 Item	1896-S	ATHENS Desk	<input checked="" type="checkbox"/>	PCS			11	1.00	1,172.70	<input type="checkbox"/>	
					<input type="checkbox"/>							<input type="checkbox"/>	

### Work Procedure Comment :

Dynamics 365 Business Central TAG Work Procedures > WP100001 > WP100001							
NEW - TAG COMMENT SHEET - WP100001 + New							
DATE	DESCRIPTION	PRINT ON WORK ORDER	PRINT BEGINNING DATE	PRINT ENDING DATE	CREATED BY		
4/9/2018	Equipment must be offline to perform this task.	<input type="checkbox"/>			ADNMADMIN		
		<input type="checkbox"/>					

### Create two or three work procedures:

ID	Description	Standard time	Estimated step time	Work Code
WP100001	General Inspection	2	2	INSPECTION
WP100002	Oil and Oil Filter change	3	3	REACTIVE
WP100003	Battery & Engine Cranking System Check	4	4	PREVENTATIVE

### Work Procedure Related Requirement :

ID	Type	No	Description	Expected Quantity	Expected Unit Cost
WP100001	Item	1896-S	ATHENS Desk	1	20
WP100001	Consumable	CONS100001	Oil	1	15

### Work Procedure Comments :

ID	Date	Description	Print On Work Order
WP100001	06/19/2017	Equipment should be of to perform this task	1

### Create Personnel of maintenance:

- Start from Tag **Business Manager** profile
- Go to the **Maintenance Setup** Section and click on the **Personnel** menu.
- Click on the **New** button on the Ribbon.

- Tab over the **No.** field (or click on the **Name** field) to let TAG assign automatically a **No** or enter it manually (depending on your **Setup**).
- Enter the **Personnel type, Personnel Data (Title, address, city...)**
- Enter the **Cost information (Unit of measure, annual cost, Per Hour Cost Override)**.
- Click **ok** to close the page.

## Steps:

Access to the Personnel Card :

Create a New Personnel :

Dynamics 365 Business Central TAG Personnel > TECH001 - John

NEW - TAG PERSONNEL CARD - TECH001 - JOHN

TECH001 · John

General

No. TECH001

Name John

Region USA

Facility TAC001

Personnel Type Employee

Supervisor Code

Certifications

Skills

Search Name

Resource No.

Blocked

Last Date Modified

Planned Work Orders

Released Work Orders

Finished Work Orders

Assigned Date Meters

Personal Data >

Cost

Unit of Measure Code CAN

Annual Cost 70,000.00

Burden Multiplier 1.2

Hours Available Annually 1,800.00

Per Hour Annual Cost 45.67

Per Hour Cost Override 50.00

HEADER	LINE
0	0
0	0
0	0
0	0

## Create Outside Service Provider (OSP) :

- Start from Tag **Business Manager** profile.
- Go to the **Maintenance Labour** Section and click on the **Outside Service Providers** menu.
- Click on the **New** button on the ribbon.
- Tab over the **No.** field (or click on the **Name** field) to let TAG assign automatically a **No** or enter it manually (depending on your **Setup**).
- Enter **Address, City, Type** and other desired fields.
- In the **Cost fast** tab, enter the **Charge Type, Hourly Rate** fields.
- Click **Ok** to close the page.

## Steps:

Access to the OSP Card :

Dynamics 365 Business Central TAG Outside Service Provider

CRONUS Canada, Inc. < Finance Cash Management Sales Purchasing Approvals Self-Service Setup & Extensions Maintenance Setup **Maintenance Labour**

Personnel TAG Outside Service Provider

TAG Outside Service Provider: All Search + New Manage Page Navigate Show fewer

NO.	NAME	CITY	STATE	ZIP CODE
-----	------	------	-------	----------

**Dynamics 365** ▾ **Business Central** TAG Outside Service Provider > TAG Outside Service Provider Card

HOME NAVIGATE

Edit New Delete Statistics

Manage Process

NEW - TAG OUTSIDE SERVICE PROVIDER CARD

## TAG Outside Service Provider Card

General

No. OSP1000001

Name Outside Service Provider

Address

City

State

CONTROL1000000014

ZIP Code

Cost

Charge Type Hour

Flat Rate Charge 0.00

Hourly Rate 50.00

Posting Code

Purchasing Type

Purchasing G/L Account

### Create a Consumable :

- Start from Tag **Business Manager** profile.
- Go to the **Maintenance Inventory** Section and click on the **Consumable List** menu.
- Click on the **New** button on the ribbon.
- Tab over the **No.** field (or click on the **Description** field) to let TAG assign automatically a **No** or enter it manually (depending on your Setup).
- Enter the **Cost information**.
- Enter others information that can be useful for this consumable.
- Click **Ok** to close the page.

### Steps:

Access to the Consumable Card :

**Dynamics 365** ▾ **Business Central** TAG Consumables

CRONUS Canada, Inc. Finance ▾ Cash Management ▾ Sales ▾ Purchasing ▾ Approvals ▾ Self-Service ▾ Setup & Extensions ▾ Maintenance Setup ▾ Maintenance Labour ▾ Maintenance Equipment ▾ **Maintenance Inventory**

TAG Consumables TAG Items

TAG Consumables All Search + New Manage ▾ Page ▾ Navigate ▾ Show fewer

NO.	DESCRIPTION	SHELF NO.	CLASS	ITEM CATEGORY CODE	PRODUCT GROUP CODE	SEARCH DESCRIPTION
-----	-------------	-----------	-------	--------------------	--------------------	--------------------



**Dynamics 365** ▾ **Business Central** TAG Consumables > CON100001 · Oil

HOME NAVIGATE

Edit New Delete Statistics

Manage Process

NEW - TAG CONSUMABLE CARD - CON100001 · OIL

## CON100001 · Oil

General

No.	CON100001
Description	Oil
Navision Qty On Hand	0.00
Qty on Planned Orders	0.00
Qty on Released Orders	0.00

Cost

Get Navision Cost	<input type="checkbox"/>
Purchase Cost	25.00
Overhead Multiplier	1.20
Calculated Cost	30.00
Cost When Consumed	30.00

### Primary Function : Create an Item

- Start from Tag **Business Manager** profile.
- Go to the **Maintenance Inventory** Section and click on the Items menu.
- Click on the **New** button on the ribbon.
- On the **Item fast** tab, Tab over the **Code**. field (or click on the **Description** field) to let TAG assign automatically a Code or enter it manually (depending on your Setup).
- Enter the **Base Unit of Measure**, **Item Category** fields.
- On the **Price & Posting** fast tab, enter **Unit Price** and **Unit Cost** fields.
- Enter others information that can be useful for this **item**.
- Click **Ok** to close the page.

### Steps :

Access to the item Card :

**Dynamics 365** ▾ **Business Central** TAG Items

CRONUS Canada, Inc. | Finance ▾ Cash Management ▾ Sales ▾ Purchasing ▾ Approvals ▾ Self-Service ▾ Setup & Extensions ▾ Maintenance Setup ▾ Maintenance Labour ▾ Maintenance Equipment ▾ Maintenance Inventory 1

TAG Consumables TAG Items 2

TAG Items: All Search + New 3 Manage ▾ Item ▾ Inventory ▾ Attributes ▾ Page ▾ Actions ▾ Navigate ▾ Report ▾ Show fewer

NO.	DESCRIPTION	TYPE	INVENTORY	SUBSTITUT... EXIST	ASSEMBLY BOM	BASE UNIT OF MEASURE	UNIT COST	UNIT PRICE	DEFAULT DEFERRAL TEMPLATE
1996-S	ATHENS Desk	Inventory	4	No	No	RCS	1,172.70	1,503.40	

Power BI Reports ▾

## Create a New Item :

The screenshot shows the 'EDIT - ITEM CARD' for '1896-S · ATHENS Desk'. The interface includes a top navigation bar with 'Dynamics 365' and 'Business Central'. Below this is a ribbon with tabs: HOME, ACTIONS, NAVIGATE, and REPORT. The 'ACTIONS' tab is active, showing various icons for item management. The main form is divided into sections: 'Item' (Description: ATHENS Desk, Blocked: unchecked, Type: Inventory), 'Costs & Posting' (Costing Method: FIFO, Standard Cost: 0.00, Unit Cost: 1,172.70), and 'COST DETAILS'.

## Create a Work Request:

- Start from Tag **Business Manager** profile.
- Go to the **Maintenance Tasks** Section ,select TAG Request menu,on the **Action Tab** ,click on the **Work Request** button to open the **Request Card**.
- Enter **Description**, select **equipment** fields.
- Select the appropriate information of request (**Priority, Raison Code, Problem Code...**).
- In the **Action Tab** Click on the **Create** button, TAG give you the **Request number** and the Uniform Document Number (**UDN**) from this Request.

## Result:

The screenshot shows the 'TAG Requests' table in Dynamics 365 Business Central. The table has columns: NO., REQUEST TYPE, DESCRIPTION, REGION, FACILITY, AREA, LINE, EQUIPMENT ID, and COM. The 'Maintenance Tasks' section is highlighted in green, and the 'TAG Requests' tab is selected. A red circle with the number '1' is next to the 'Maintenance Tasks' section, and a red circle with the number '2' is next to the 'TAG Requests' tab. A red circle with the number '3' is next to the 'New' button in the 'TAG Requests' section.

Dynamics 365 Business Central TAG Requests TAG Create Work Request

HOME ACTIONS

NEW - TAG CREATE WORK REQUEST

## TAG Create Work Request

Description

Requester

Enterprise

Region

Facility

Area

Line

Equipment Group

Equipment ID

Equipment Description

Company ID

Needed By Date

Priority

Maint. Type

Reason Code

Problem Code

Order Type

Status

Work Code

Failure Code

Document Tracking No.

Critical

## Create a Work Order from Request:

- Start from Tag **Business Manager** profile.
- Go to the **Maintenance Tasks** Section ,select **TAG Request** menu, select the **Request** that you want to convert to work order and click on the **Card** button under **Home** tab to open the **Request Card**.
- Click **Create Order** button on the **Home** Tab
- Select the appropriate **options** to **create** a work order and click **Ok**.
- TAG give you a **Work order Number** and the **Uniform Document Number (UDN)**.

## Steps:

Dynamics 365 Business Central TAG Requests

CRONUS Canada, Inc. | < nagement | Sales | Purchasing | Self-Service | Setup & Extensions | Maintenance Setup | Maintenance Labour | Maintenance Equipment | Maintenance Task

TAG Planned Work Order TAG Released Work Order TAG Finished Work Order TAG Requests TAG Finished Work Requests

TAG Requests: All Search New Page Actions Navigate Show fewer

New Document Create Guided Request Service Request Work Request

NO. REQUEST TYPE DESCRIPTION REGION FAC COMPANY ID EQUIPMENT DESCRIPTION WORK ORDER TYPE WORK ORDER NO. UDN

- Start from Tag **Business Manager** profile.
- Go to the **Maintenance Tasks** Section and click on the **Released Work Orders Menu**.
- Click on **New** Button on the ribbon.
- Tab over the **No.** field (or click on the **Description** field) to let TAG assign automatically a **No.**
- Go to the **Actions** TAB and click on the **Copy Order** Button.
- Select **Order Type** and The **Source Number** that you need to copy from it.
- Select the appropriate **options** and click Ok.

Access to the Release Work Order Card :

[illegible]

## Create a Manual Work Order:

- Start from Tag **Business Manager** profile.
- Go to the **Maintenance Tasks** Section and click on the **Released Work Orders Menu**.
- Click on **New** Button on the ribbon.
- Tab over the **No.** field (or click on the **Description** field) to let TAG assign automatically a **No.**
- Enter the **Description**, **Equipment ID**, **Maintenance Type** and other desired fields for this Work Order.
- Open the **Line** Section, either select a **work procedure** or enter the **description** task manually.
- You can also select a predefined **Template** to get the detail of the work order to be completed, go to the **Actions** Tab and click **Template** Button, select the **Template** and click **Update** button to populate this work order.

## Steps:

Access to the Release Work Order Card :

UDN	NO.	REQUS... SERVICE DATE	DESCRIPTION	REGION	FACILITY	EQUIPMENT ID	EQUIPMENT DESCRIPTION	PROBLEM CODE	WORK CODE	REASON CODE	PRIORITY	STATUS	ORDER TYPE	MAINT. TYPE	TECHNICI CODE
UDN10002	RO10020	4/9/2018	Test KB	USA	FAC001	EQ100001	ForkLift Toyota				Routine	IN PROGRES			

Create a New Release Work Order :

**Dynamics 365** Business Central TAG Released Work Order > Released · RO10020

HOME ACTIONS NAVIGATE MANAGE LINE

Manage Process

EDIT - TAG RELEASED WORK ORDER

## Released · RO10020

General

No. RO10020 Work Code

UDN UDN10002 Priority Routine

Description Test KB Status IN PROGRES

Equipment ID EQ100001 Order Type

Maint. Type Parent No. RO10020

Problem Code No of Child Work Orders 0

Lines

FIN...	STEP NO.	DESCRIPTION	RE... FR... WP	TECHNICIAN CODE	EQUIPMENT ID	EQUIPMENT DESCRIPTION	STANDARD TIME	ESTIMATED TIME	ACTUAL TIME	STARTING DATE	STARTING TIME	WORK COD
...	WP100001	General Inspection			EQ100001	ForkLift Toyota	2.00	2.00	0.00	4/9/2018	2:10:18 PM	

Equipment

+ New Select from full list Show more

### My Requests list:

- Start from Tag **Business Manager** profile.
- Go to the **Maintenance Tasks** Section and click on the **Request List** menu.
- Select the desired Request and click on the Card button to open the Request card.
- Check the content of the request and/or complete the desired information.
- Click on the button **Create Order** to convert request to **work order**.
- Click on the button **Work Order** to open the converted work order card.

### Steps :

#### Open Request Card :

**Dynamics 365** Business Central TAG Released Work Order

CRONUS Canada, Inc. < nagement Sales Purchasing Self-Service Setup & Extensions Maintenance Setup Maintenance Labour Maintenance Equipment Maintenance Inventory Maintenance Tasks

TAG Planned Work Order TAG Released Work Order TAG Finished Work Order TAG Requests TAG Finished Work Requests

TAG Released Work Order: All Search New Manage Page Navigate Show fewer

UDN	NO.	REQDUS... SERVICE DATE	DESCRIPTION	REGION	FAC	Whiteboards	Tracking	PROBLEM CODE	WORK CODE	REASON CODE	PRIORITY	STATUS	ORDER TYPE	MAINT. TYPE	TECHNIC CODE
DN10002	RO10020	4/9/2018	Test KB	USA	FAC001	EQ100001	ForkLift Toyota				Routine	IN PROGRES			

Convert to a Work order and open the related Work Order card:

Dynamics 365 Business Central TAG Requests > REQ10001

HOME ACTIONS NAVIGATE

Work Order Create Order Additional Information Related Requirements Process

VIEW - TAG REQUESTS

REQ10001

General

No.	REQ10001
Description	Maintenance on Forklift
Requester	ADNM
Equipment ID	EQ100001
Equipment Description	ForkLift Toyota

EDIT - TAG CREATE ORDER FROM REQUEST

Options

Select Order Type To Create Released

Copy Additional Description Feedback

Populate additional description... ☒

Supervisor ADMIN

Technician TECH001

Outside Service Providers

Work Procedure

Template TEM10001

OK Cancel

## Work Order Header and line Related Requirement:

- Start from Tag **Business Manager** profile.
- Go to the **Maintenance Tasks** Section and click on the **Released Work Order** menu.
- Select the desired work order and click navigate then open the card to open the work order card.
- On **Navigate** Tab, click on the **Related Requirement** button to enter the **expected quantity of item, consumable, osp, parts, tool or other for the Work Order header.**
- On the ribbon under **Lines** section Click on the **LINE** and click on the **related requirement** button to enter the **expected quantity of item, consumable, osp, parts, tool or other for the selected Work Order line.**

## Steps :

Work Order header Related Requirement :

Dynamics 365 Business Central TAG Released Work Order > Released · RO10020

HOME ACTIONS NAVIGATE MANAGE LINE

Equipment Card Statistics Related Requirement Attachments Feedback All Requirements Reopen All Lines All Requirements Work Order Packet Picking List Parts List Equipment Feedback Reports Usage Spread Time Close Lines w/Time Consumption Complete

EDIT - TAG RELEASED WORK ORDER

Released · RO10020

General

No.	RO10020	Work Code
UDN	UDN10002	Priority
Description	Test KB	Status
Equipment ID	EQ100001	Order Type
Maint. Type		Parent No.
Problem Code		No of Child Work Orders



Dynamics 365 Business Central TAG Released Work Order > Released · RO10020

EDIT - TAG EXPECTED RELATED REQUIREMENTS + New

SOURCE NO.	SOURCE LINE NO.	TYPE	NO.	DESCRIPTION	UNIT OF MEASURE	EXPECTED QUANTITY	EXPECTED UNIT COST
RO10020	0	Item	1			0.00	0.00

Close

Work Order line Related Requirement :

Dynamics 365 Business Central TAG Released Work Order > Released · RO10020

Lines

Replicate Line Equipment Feedback  
Close Line Related Requirement Sub Steps  
Reopen Line Attachments Update Line

EDIT - TAG RELEASED WORK ORDER

Released · RO10020

General

Dynamics 365 Business Central TAG Released Work Order > Released · RO10020

EDIT - TAG EXPECTED RELATED REQUIREMENTS + New

SOURCE NO.	SOURCE LINE NO.	TYPE	NO.	DESCRIPTION	UNIT OF MEASURE	LOCATION CODE	AVAILABLE QUANTITY (LOCATION'S)	EXPECTED QUANTITY	EXPECTED UNIT COST
RO10020	10000	Item	1896-S	ATHENS Desk	PCS		11	1.00	1,172.70
RO10020	10000	Consumable	CON100001	Oil				30.00	

Close

## Consumption Work Order feature:

- Start from Tag **Business Manager** profile.
- Go to the **Maintenance Tasks** Section and click on the **Released Work Order** menu.
- Select the **desired work order** and click **edit** to open the work order card.
- On **Navigate** Tab, Click on the Consumption button to open the inventory list to consume.
- Enter the **actual Quantity** for each line or click on the **Update Actual Quantity** to initialize by **Expected Quantity** values.
- Click on the Consume button to generate a **consumption work order**.

## Steps :

Dynamics 365 Business Central TAG Released Work Order

CRONUS Canada, Inc. | < nagement Sales Purchasing Self-Service Setup & Extensions Maintenance Setup

TAG Planned Work Order TAG Released Work Order TAG Finished Work Order TAG Requests TAG Finished Work Requests

TAG Released Work Order: All Search New Manage Page Navigate Show fewer

UDN	NO.	REQUES... SERVICE DATE	DESCRIPTION	REGION	FAC	Work Order	Card
UDN10002	RO10020	4/9/2018	Test KB	USA	FAC001	EQ100001	ForkLift Toyota

Dynamics 365 Business Central TAG Released Work Order > Released · RO10020

HOME ACTIONS NAVIGATE MANAGE LINE

Equipment Card Statistics Related Requirements Attachments Feedback All Requirements Comments Reopen All Lines All Requirements Work Order Packet Picking List Parts List Equipment Feedback Usage Spread Time Close Lines w/Time Close All Lines Consumption Complete

EDIT - TAG RELEASED WORK ORDER

### Released · RO10020

General

No.	RO10020	Work Code
UDN	UDN10002	Priority
Description	Test KB	Status
Equipment ID	EQ100001	Order Type
Maint. Type		Parent No.
Problem Code		No of Child Work Orders

## Work Order Complete feature:

- Start from Tag **Business Manager** profile.
- Go to the **Maintenance Tasks** Section and click on the **Released Work Order** menu.
- Select the **desired work order** and click **edit** to open the work order card.
- Enter the **technician** on the scheduled fast tab to assign it for all work order lines or enter it line by line.
- Enter the **actual time** for each work order line(Task).
- On the fact box panel, click **Usage link** to enter inventory **actual quantity**.
- On **Navigate** Tab, choose comments or feedback to enter the **work order feedback**.
- On **Navigate** Tab,click on the **Complete** button to complete and close this work order.

## Steps :

Dynamics 365 Business Central TAG Released Work Order > Released · RO10020

HOME ACTIONS NAVIGATE MANAGE LINE

EDIT - TAG RELEASED WORK ORDER

Released · RO10020

General >

RO10020 Test KB EQ100001 Routine IN PROGRES

Lines

FIN...	STEP NO.	DESCRIPTION	RE... FR... WP	TECHNICIAN CODE	EQUIPMENT ID	EQUIPMENT DESCRIPTION	STANDARD TIME	ESTIMATED TIME	ACTUAL TIME	STARTING DATE	STARTING TIME	WORK CODE
	WP100001	General Inspection		TECH001	EQ100001	ForkLift Toyota	2.00	2.00	0.00	4/9/2018	2:10:18 PM	

Equipment >

Scheduled

Supervisor Code

Technician Code

Starting Date

Starting Time

4

Dynamics 365 Business Central TAG Released Work Order > Released · RO10020

HOME ACTIONS NAVIGATE MANAGE LINE

EDIT - TAG RELEASED WORK ORDER

Released · RO10020

General >

RO10020 Test KB EQ100001 Routine IN PROGRES

Lines

FIN...	STEP NO.	DESCRIPTION	RE... FR... WP	TECHNICIAN CODE	EQUIPMENT ID	EQUIPMENT DESCRIPTION	STANDARD TIME	ESTIMATED TIME	ACTUAL TIME	STARTING DATE	STARTING TIME	WORK CODE
	WP100001	General Inspection		TECH001	EQ100001	ForkLift Toyota	2.00	2.00	2.00	4/9/2018	2:10:18 PM	

5

Dynamics 365 Business Central TAG Released Work Order > Released · RO10020

HOME ACTIONS NAVIGATE MANAGE LINE

EDIT - TAG RELEASED WORK ORDER

Released · RO10020

General >

RO10020 Test KB EQ100001 Routine IN PROGRES

Lines

FIN...	STEP NO.	DESCRIPTION	RE... FR... WP	TECHNICIAN CODE	EQUIPMENT ID	EQUIPMENT DESCRIPTION	STANDARD TIME	ESTIMATED TIME	ACTUAL TIME	STARTING DATE	STARTING TIME	WORK CODE
	WP100001	General Inspection		TECH001	EQ100001	ForkLift Toyota	2.00	2.00	2.00	4/9/2018	2:10:18 PM	

6

7

8

9

10

11

12

13

14

15

16

17

18

19

20

21

22

23

24

25

26

27

28

29

30

31

32

33

34

35

36

37

38

39

40

41

42

43

44

45

46

47

48

49

50

51

52

53

54

55

56

57

58

59

60

61

62

63

64

65

66

67

68

69

70

71

72

73

74

75

76

77

78

79

80

81

82

83

84

85

86

87

88

89

90

91

92

93

94

95

96

97

98

99

100

## Equipment Whiteboard :

- Start from Tag **Business Manager** profile.
- Go to the **Maintenance Tasks** Section ,Select Released Work Order Menu , on the **Action** Tab click on the **Equipment Whiteboard** button.
- Select the appropriate **filters (Region, Facility, Area)** if necessary.
- In the **Whiteboard by equipment** Section, you have the maintenance equipment planning view by day, week, month, quarter or year, for each column period you have the work order number and the work order expected time.
- Click on the equipment column period to open the whiteboard Detail section that can show you the list of released and planned work order equipment.

## Steps:

**Dynamics 365** | **Business Central** | TAG Released Work Order > TAG Whiteboard by Equipment

HOME | MANAGE

View | Open in Excel | Manage | Page

NEW - TAG WHITEBOARD BY EQUIPMENT

## TAG Whiteboard by Equipment

**General**

**EQUIPMENT**

Equipment Level: Level1

**DUTY STATUS**

Duty Status: Active

**WORK ORDERS**

Planned Orders:

Released Orders:

**LOCATIONS**

Regions: USA

Facility: FAC001

Line:

**PERIOD TYPE**

Column Period Type: Day

TAG Whiteboard by Equipment (WO/Time)

LEVEL	DESCRIPTION	ORDERS	STEPS	ORDERS - ALL	STEPS - ALL	PO TIME	RO TIME	TUESDAY...	WEDNES...	THURSD...	FRIDAY...	SATURD...	SUNDAY...
1	ForkLift Toyota	2	2	2	2	2.00	4.00				2		

### Personnel Whiteboard :

- Start from Tag **Business Manager** profile.
- Go to the **Maintenance Tasks** Section , Select Released Work Order Menu ,on the Action Tab click on the **Personnel Whiteboard** button.
- Select the appropriate **filters (Region, facility, Area)** if necessary.
- In the **Whiteboard by Personnel** Section, you have the maintenance personnel planning view, for each day and each employee, you have the work order number and the work order expected time witch assigned to this employee.
- Click on the Personnel column period to open the whiteboard Detail section that can show you the list of released and planned work order assigned for the selected employee.

### Steps:

**Dynamics 365** | **Business Central** | TAG Released Work Order

CRONUS Canada, Inc. | < nagement | Sales | Purchasing | Self-Service | Setup & Extensions | Maintenance Setup | Maintenance Labour | Maintenance Equipment | Maintenance Inventory | **Maintenance Tasks**

TAG Planned Work Order | TAG Released Work Order | TAG Finished Work Order | TAG Requests | TAG Finished Work Requests

TAG Released Work Order: All | Search | + New | Manage | Page | Navigate | Show fewer

Work Order

Whiteboards

Personnel Whiteboard

Equipment Whiteboard

UDN	NO.	REQUS. SERVICE DATE	DESCRIPTION	REGION	FAC	PROBLEM CODE	WORK CODE	REASON CODE	PRIORITY	STATUS	ORDER TYPE	MAINT. TYPE	TECHNIC CODE
UDN10002	RO10020	4/9/2018	Test KB	USA	FAC001	EQ100001			Routine	IN PROGRES		CM	TECH001
UDN10001	RO10001	4/10/2018	Maintenance on ForkLift	USA	FAC001	EQ100001			Routine			CM	TECH001

**Dynamics 365** Business Central TAG Released Work Order > TAG Whiteboard by Personnel

HOME ACTIONS REPORT MANAGE

View Previous Set Previous Column Next Column Next Set Open in Excel

Manage Process Page

VIEW - TAG WHITEBOARD BY PERSONNEL

## TAG Whiteboard by Personnel

General

WORK ORDERS

Planned Orders

Released Orders

LOCATIONS

Regions

Facility

TAG Whiteboard by Personnel (WO/Time)

NO.	NAME	NO. ORDERS	PO TIME	RO TIME	TOTAL TIME	TUESDAY...	WEDNES...	THURSD...	FRIDAY0...
ADMIN	...	0	0.00	0.00	0.00				
TECH001	John	2	2.00	4.00	6.00				2

### Reference finished work order statistics and equipment statistics

- Start from Tag **Business Manager** profile.
- Go to the **Maintenance Equipment** Section and click on the **TAG Equipment Overview** menu.
- Select Equipment and click on the **Equipment card** button to open the equipment card.
- On the Home Tab, click on the **Equipment statistics** button to open the Equipment statistics card.
- Click on the **Equipment Analysis** button to get another equipment statistics like finished work order by work code, statistics maintenance by work code.

### Steps :

Select Equipment :

**Dynamics 365** Business Central TAG Equipment Overview

CRONUS Canada, Inc. < Finance Cash Management Sales Purchasing Self-Service

TAG Equipment TAG Equipment Overview TAG Equipment Groups

TAG Equipment Overview: All New Page Navigate Show fewer

ID	DESCRIPTION	LEVEL	DUTYTYPE
EQ100001	...	1	Continuous

Equipment Card





Open Equipment statistics :

**Dynamics 365 Business Central TAG Equipment Overview**

CRONUS Canada, Inc. Finance Cash Management

TAG Equipment TAG Equipment Overview TAG Equipment

TAG Equipment Overview: All New Page

HOME NAVIGATE

Edit New Equipment Statistics Previous Next

Manage Process Page

EDIT - TAG EQUIPMENT CARD - EQ100001

**General**

ID: EQ100001 Address: 285,Ed,USA

Description: ForkLift Toyota Equipment Group: FORKLIFT

Facility: FAC001 Duty Type: Continuous

Region: USA

**Source**

Date of Purchase: 6/20/2017 Equip. Serial No.: SN147

Purchase Cost: 25,000.00 Install Date: 6/20/2017

Manufacturer:

**Reference >**

Close

**Dynamics 365 Business Central TAG Equipment Overview EQ100001**

HOME ACTIONS NAVIGATE

Edit New Equipment Statistics

Manage Process

VIEW - TAG EQUIPMENT STATISTICS

**EQ100001**

Element

CONTROL1000000094

First Posted FO: 6/20/2017

LAST POSTED FO: 6/20/2017

CONTROL10000000204

CONTROL10000000199

	TOTALS	AVERAGE	ACTIVE WORK
FO Count	2	0.00	
Actual Time	6.00	0.00	
Standard Time	4.00	0.00	
Estimated Time	4.00	0.00	
Finished Order Costs	0.00	0.00	
0		0.00	

CONTROL10000000206

CONTROL10000000201

Equipment Analysis :

**Dynamics 365 Business Central TAG Equipment Overview EQ100001 TAG Equipment Analysis**

HOME

VIEW - TAG EQUIPMENT ANALYSIS + New

Control1000000054

CONTROL10000000950

	COUNT	PERCENTAGE	STANDARD
Operator	0	0.00	
System	2	100.00	
Total	2	100.00	

	COUNT	PERCENTAGE	STANDARD	ESTIMATED
With	3	0.00	0.00	0.00
Without	2	100.00	4.00	4.00
Total	2	100.00	4.00	4.00



