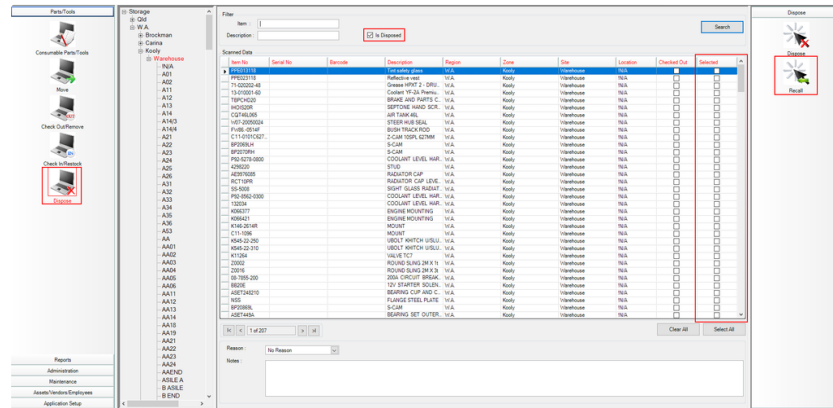


Tech Note 2024-025 - RACM - MRL - Recalling Records

Recall Disposed

1. **Click** **Dispose** from the **Parts/Tools Tab**.
2. **Check** **Is Disposed**.
3. **Check** all items you wish to recall.
4. **Click** the **Recall Button**.



Note: If you cant find the part or tool, double click the location where it was first created from the location tree or double click the root location. Then click the search bar.

Recalling Assets/Vendors/Employees

1. **Select** **Assets/Vendors/Employees Tab**.
2. **Select** **Employees, Assets or Vendors**.
3. **Uncheck** **Is Active**.
4. **Click** the **Search Button**.

Filter
Code: ☐ Is Active

3. **Select** the **record**.
4. **Click** **Edit button**.
5. **Check** **Is Active**.
6. **Click** **Save/Exit**.

Add/Edit

Employee Code:

Employee Name:

Position:

Note:

☐ Is Active

Recalling Jobs

1. **Select** the **Maintenance Tab**.
2. **Select** **Jobs**.
3. **Uncheck** **Is Active**.
4. **Click** the **Search Button**.

Search

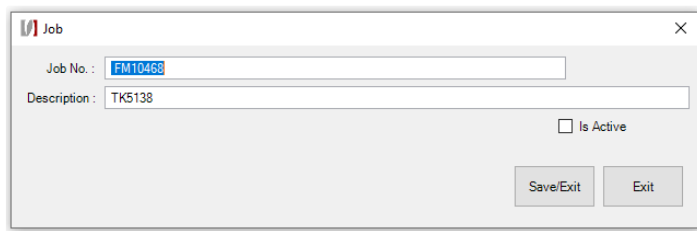
Job No:

Description: ☐ Is Active

3. **Select** the **record**.
4. **Click** **Edit button**.

5. **Check Is Active.**

6. **Click Save/Exit.**



A screenshot of a software window titled "Job" with a close button (X) in the top right corner. The window contains two text input fields: "Job No. :" with the value "FM10468" and "Description :" with the value "TK5138". Below these fields is a checkbox labeled "Is Active", which is currently unchecked. At the bottom right of the window are two buttons: "Save/Exit" and "Exit".

Job No. :	FM10468
Description :	TK5138
☐ Is Active	
Save/Exit Exit	