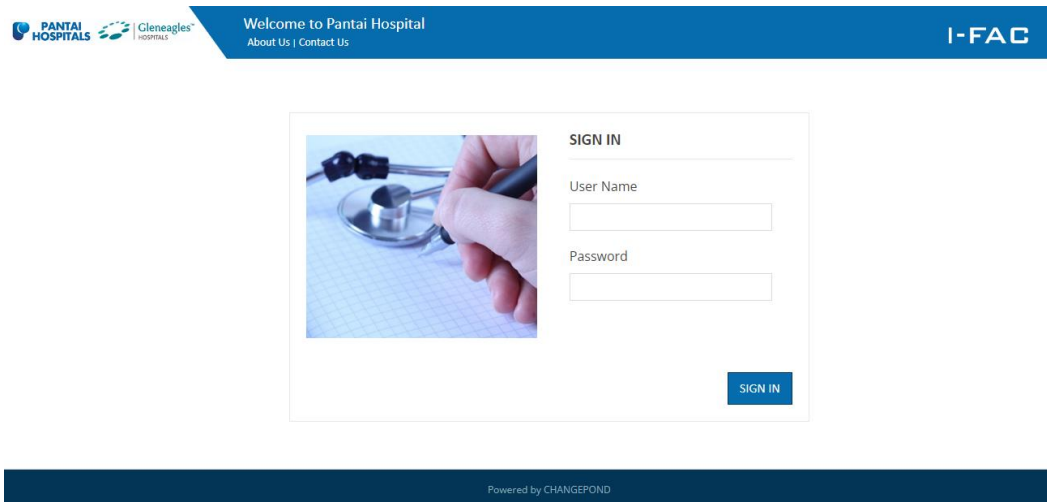


IFAC 2.0 - User Manual

1.0 HOW TO LOGIN

To login IFAC System, perform the following steps:

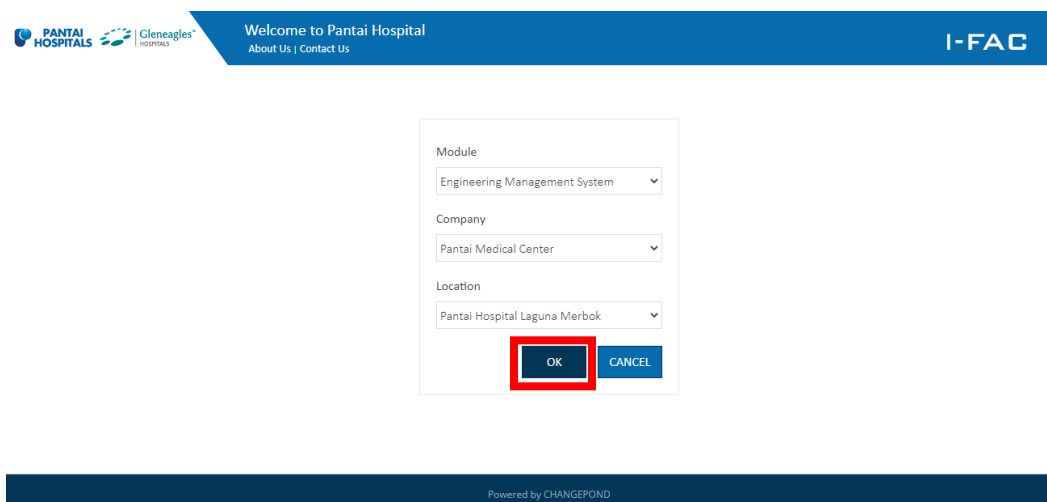
1. Request department username & password from Facilities Helpdesk.
2. Login IFAC Version 2 using URL address <http://ifac.ppl.ihh.com:8080/Pantai/login.jsp>



The screenshot shows the iFAC login interface. At the top, there is a blue header bar with the Pantai Hospitals logo, the text "Welcome to Pantai Hospital" and "About Us | Contact Us", and the "I-FAC" logo. Below the header, there is a central white box containing a stethoscope image on the left and a "SIGN IN" form on the right. The form has fields for "User Name" and "Password", and a "SIGN IN" button. At the bottom of the page, there is a dark blue footer bar with the text "Powered by CHANGEPOND".

Figure 1: iFAC Login Page

3. Click 'OK' after Login Module page (Module, Company, Location) displayed.



The screenshot shows the Login Module page. It features a blue header bar with the Pantai Hospitals logo, the text "Welcome to Pantai Hospital" and "About Us | Contact Us", and the "I-FAC" logo. Below the header, there is a central white box containing three dropdown menus: "Module" (selected: Engineering Management System), "Company" (selected: Pantai Medical Center), and "Location" (selected: Pantai Hospital Laguna Merbok). Below these menus are two buttons: "OK" (highlighted with a red box) and "CANCEL". At the bottom of the page, there is a dark blue footer bar with the text "Powered by CHANGEPOND".

Figure 2: Login Module

2.0 THE DASHBOARD

Dashboard screen is main landing page after login and hospital selection. Dashboard screen is used to view the work request details and status of the work order.

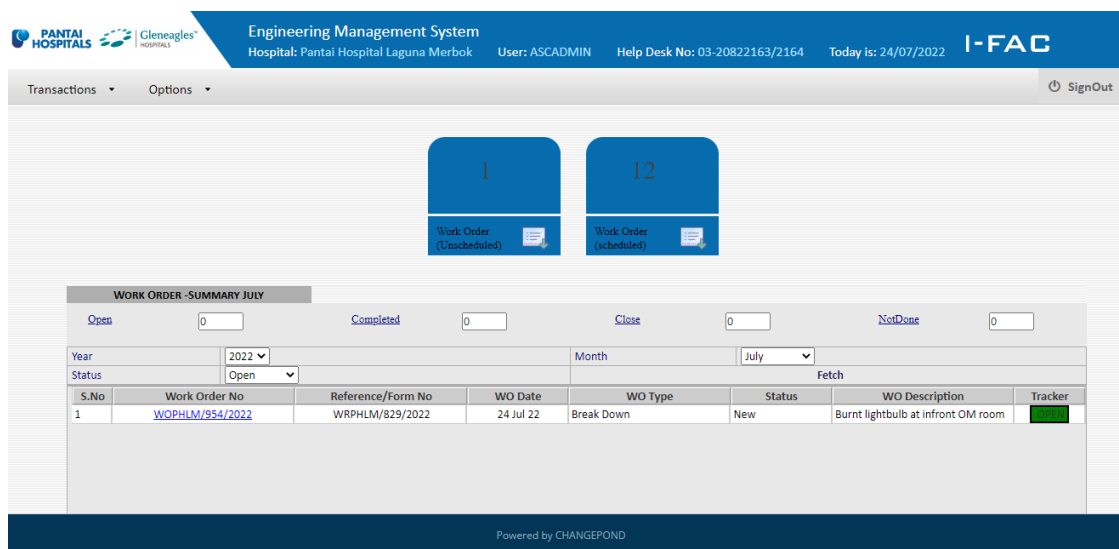


Figure 3: iFAC System Dashboard Page

3.0 DEPARTMENT WORK REQUEST

This screen is used to enter the work request details for creating the unscheduled work order. To create work request, click [Transaction > Department Work Request](#).

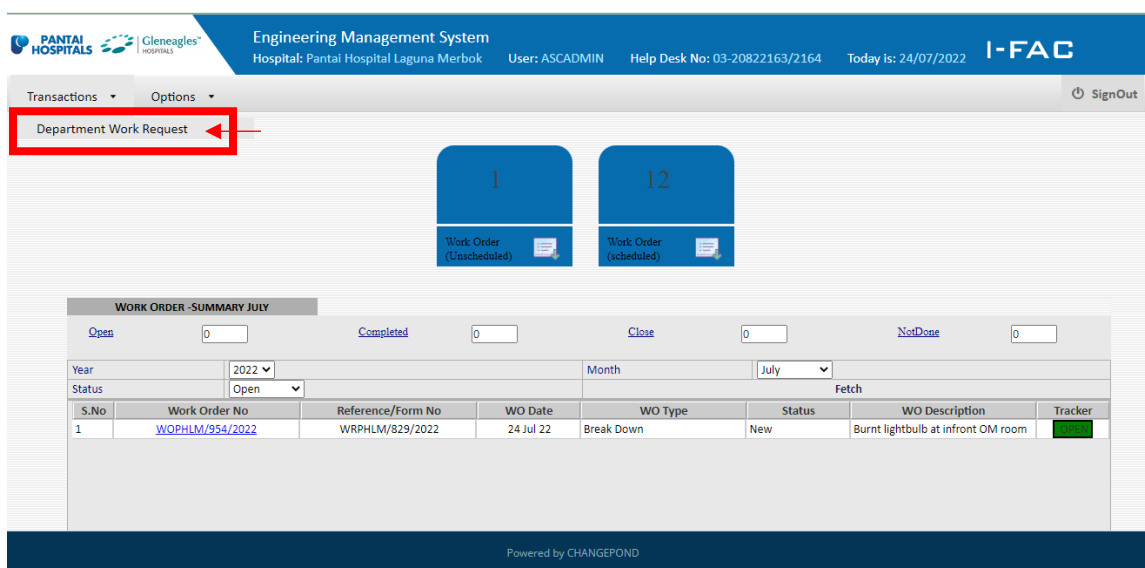
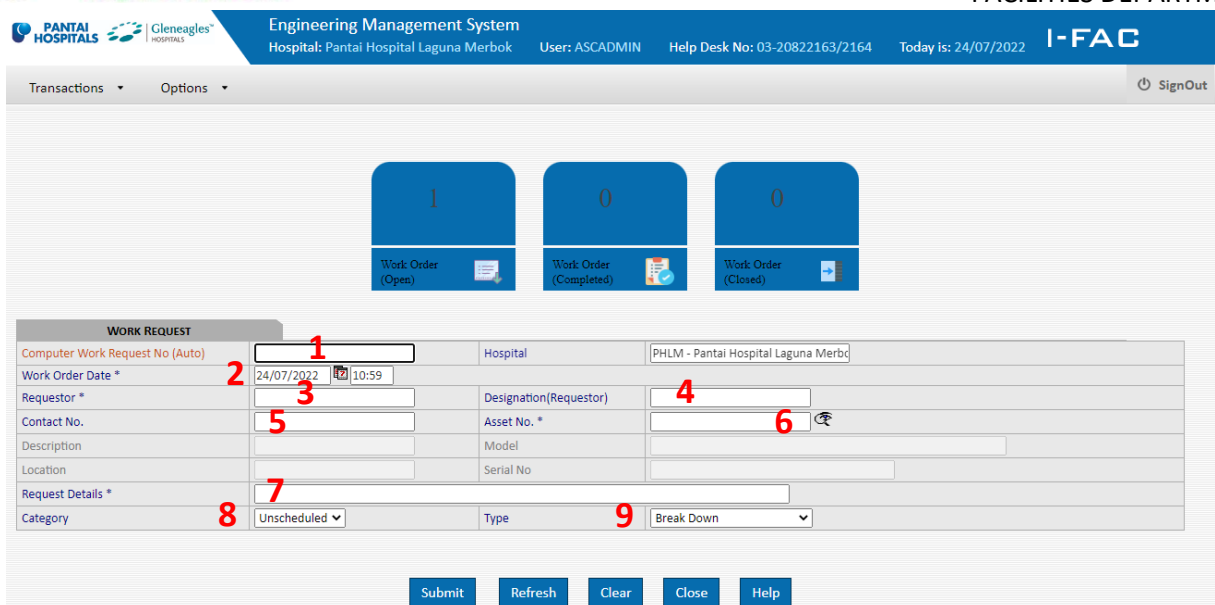


Figure 4: To transactions Page



Engineering Management System
Hospital: Pantai Hospital Laguna Merbok User: ASCADMIN Help Desk No: 03-20822163/2164 Today is: 24/07/2022 I-FAC

Transactions Options SignOut

1 Work Order (Open) 0 Work Order (Completed) 0 Work Order (Closed)

WORK REQUEST

Computer Work Request No (Auto) 1
Work Order Date * 2 24/07/2022 10:59
Requestor * 3
Contact No. 5
Description
Location
Request Details * 7
Category 8 Unscheduled Type 9 Break Down

Submit Refresh Clear Close Help

Figure 5: Work Request Page

Add details in work request (fill the text box with *), perform the following:

1. *Work request No.* is auto generated by system.
2. In the *Work Order Date/Time* text box, current date and time service request gets displayed.
3. In the *Requestor* text box, **key in the name of the requestor.**
4. In the *Designation (Requestor)* text box, **key in the designation of the requestor.**
5. In the *Contact No.* text box, prefer to **key in department extension number.**
6. In the *Asset No.* auto-select field, **key in or search asset number from eye search icon. Just click 'show' and asset list will displayed.** From the list, select the appropriate asset description related to work request.
7. In Request Details field, **fill up complaint / request details.**
8. Choose Category of work request in Category field. **To choose 'Unscheduled' categories.**
9. Select Type of work request based on category choose:

TYPE	DETAIL OF WORK REQUEST
Breakdown	Request for asset breakdown / faulty
Scheduled Corrective	Request for scheduled repair
Safety & Performance	Request for Asset Safety Test (Asset in poor condition)
Non-Maintenance Request	Request for non-maintenance job such as changing frame, repair chair, repair curtain rail, painting wall, etc
Warranty Breakdown	Request for asset breakdown during warranty period

Engineering Management System
Hospital: Pantai Hospital Laguna Merbok User: ASCADMIN Help Desk No: 03-20822163/2164 Today is: 24/07/2022 **I-FAC**

Transactions Options SignOut

1
Work Order
(Open)

0
Work Order
(Completed)

0
Work Order
(Closed)


WORK REQUEST			
Computer Work Request No (Auto)		Hospital	PHLM - Pantai Hospital Laguna Merbok
Work Order Date *	24/07/2022 12:36		
Requestor *	NUR	Designation(Requestor)	ADMIN OFFICER
Contact No.	100	Asset No. *	H05FE00418 
Description	Facilities - Electrical Light	Model	NA
Location	Administration Office	Serial No	A02
Request Details *	LIGHT BULB BURNED AT INFRONT OF SERVER ROOM		
Category	Unscheduled	Type	Break Down

Figure 6: Example of Complete Work Request

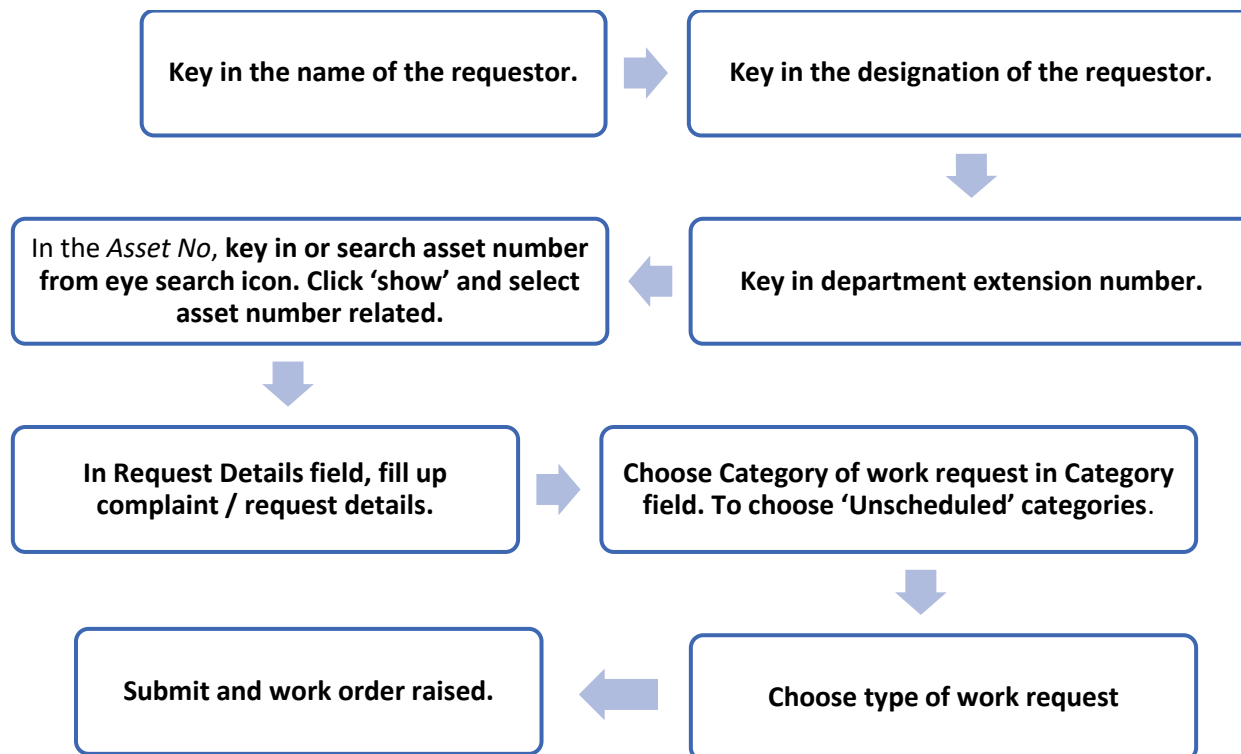


Figure 7: Summary Step to Raise Work Order