

Setup the MYC My Maintenance Request Form on Your Phone

MYC implemented **My Maintenance** last season to help better manage and record maintenance related issues to the club's assets and infrastructure. **My Maintenance** is a web based system that manages Requests, Schedules and To Dos and whilst building maintenance history over time.

There is now a mobile friendly version of the **MYC Request Form** and we would like club members to bookmark this on their phones/devices and use the form to log maintenance related issues that need to be brought to the attention of the club.

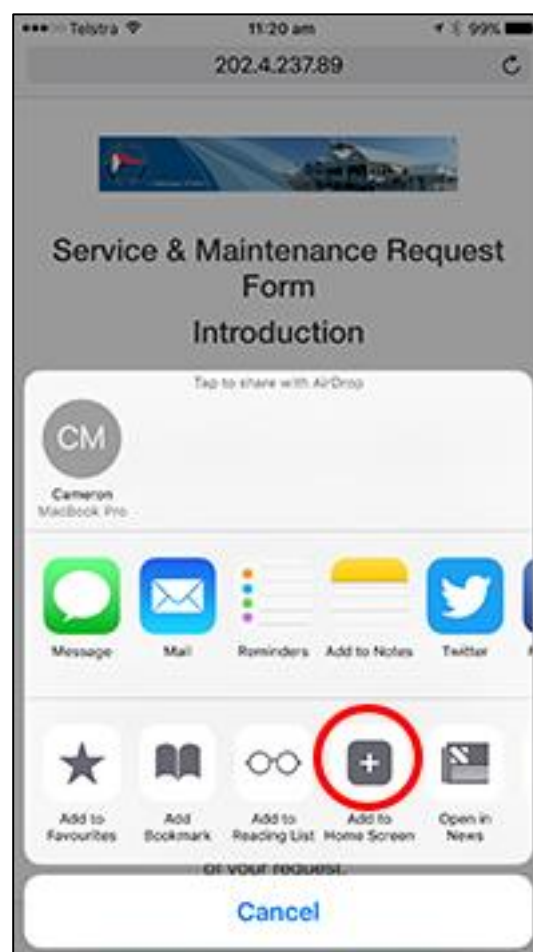
The following is a short guide for adding the MYC Request Form to the Home Screen on iPhone. (other makes of phone will have a similar process)

Please **Add to Home Screen** or **Bookmark** the **MYC Request Form** on your phone/device by clicking on the following address:

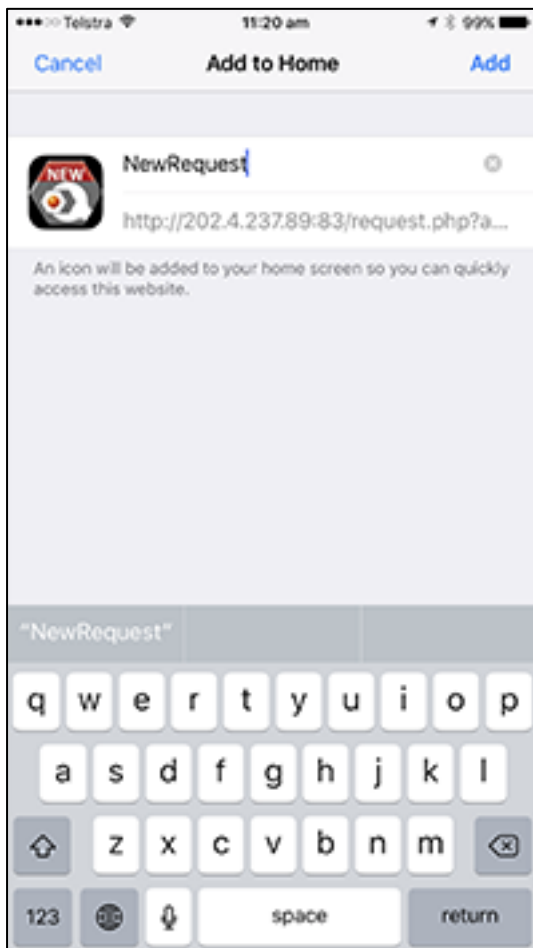
<http://202.4.237.89:83/request.php?a=BB0EF98A34E9DFC6EAB800EF78C4CF02>



Click on URL to open form in your browser.



Click "Add to Home Screen" or "Add Bookmark"



Click "Add" to add icon to Home Screen.

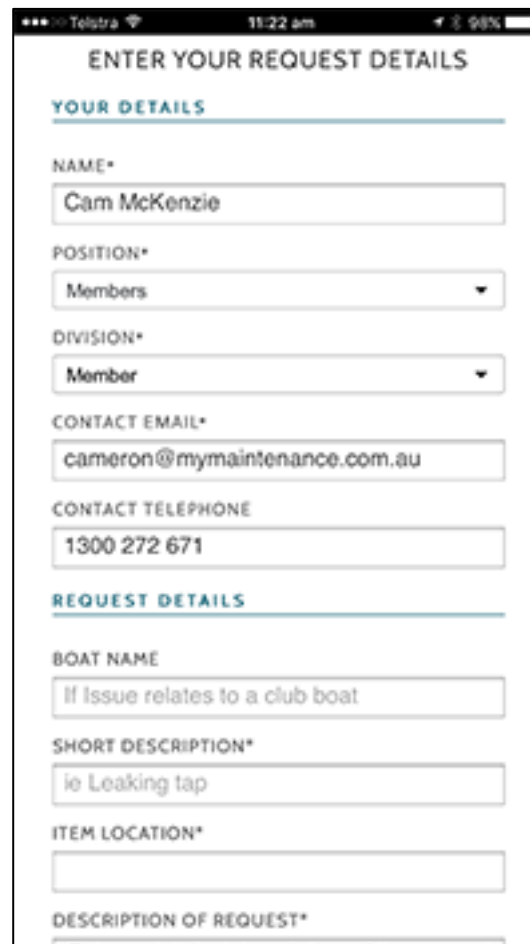


You will now have the MYC "New Request" icon.

Quick Guide to Logging a Request



Launch form click "Generate a Request"



Fill in "Your Details", the form will remember you.

11:38 am 96%

REQUEST DETAILS

BOAT NAME

SHORT DESCRIPTION*

ITEM LOCATION*

DESCRIPTION OF REQUEST*

927 characters remaining.

WORKS DEPT*

REQUEST ASSESSMENT

1. Does the issue pose an OH&S risk?

11:39 am 96%

4. Does the issue pose a financial risk?
 Yes

5. Does the issue affect the workflow of requestor or others?
 No

6. Can the issue wait for 1 week or more for rectification?
 Yes

7. Does it affect training or sailing?
 No

8. Does it affect the Rocks?
 Yes

Do you wish to be kept informed on the status of this request?
 Yes

SUBMIT REQUEST

CANCEL REQUEST

Complete "Request Details" & "Works Dept.". Complete the "Request Assessment" & "Submit".

If you select "Do you wish to be kept informed on the status of the request?" you will receive automated email updates as to the status of your request.

Following submission of your request an email will be sent to the office informing them of your request. The request will be reviewed and managed by the MYC staff and volunteers and appropriate tasks and activities assigned and managed through My Maintenance.

We ask that you use the **MYC My Maintenance Request Form** to record all maintenance related issues, that way the issue will be recorded and managed within the system.

Should you have any questions regarding the process, then please contact the office.

My Maintenance has been provided to MYC as a sponsorship from members Cameron & Joanne McKenzie and their team at **My Maintenance Systems. www.mymaintenance.com.au**