

## Leaks Skills Documentation (7)

Please initial next to each item. Be prepared to explain your responses to your trainer. Sign at the bottom along with the trainer who confirmed your skills demonstration.

You will find the material needed to successfully complete this checklist in the following Chateau Knowledge Base [Sections/Articles](#):

- [Leaks](#)
- Assorted articles

	Task	Initial		Task	Initial
1.	Edit a DOR.		14.	Group by Component type.	
2.	Explain how to re-open a leak.		15.	Sort by Opened Date.	
3.	Explain Sub Tabs: DORs and AVO Events.		16.	Double-click	
4.	Explain all the Action Buttons.		17.	Select one or more components for ReTest.	
5.	Toggle Display Response Status options.		18.	Choose a Next Action.	
6.	Explain the difference between AttemptType and AttemptHow.		19.	Explain how to add Attempts and M21 ReTest info.	
7.	Understand the Grid columns.		20.	Explain how to Close a Leak:	
8.	Close		21.	Automatically with a PASSing PPM via Setting / Misc Tab.	
9.	First Attempt, First ReTest, and Final Resolution.		22.	Manually with CloseWhy based on customized Picklist in Builder.	
10.	Next Action		23.	Explain Associated Leaks.	
11.	Awaiting Action		24.	Explain a Secondary Leak.	
12.	Trigger PPM		25.	Explain how to add a Work Order number.	
13.	Note all Grid functions are available.				

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Technician Name

\_\_\_\_\_  
Technician Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Trainer Name

\_\_\_\_\_  
Trainer Signature

\_\_\_\_\_  
Date