

# CPMS Newsletter

## “As the Wrench Turns”

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### Three functions you have to try!

New functions are always being added to CPMS. Many of these are a result of suggestions from our users. Three of them will save you a lot of time in your daily routine:

- Purchase Orders can be generated automatically from part requests you enter.
- Parts can be checked out (issued) directly off of the Parts Edit screen form.
- Enter Equipment Failures – One Event

Why aren't more plants taking advantage of these functions? The simple answer is that once you know how to do something, why take the time to learn another way of “doing the same thing”. If there was a small improvement it wouldn't be worth it, but there is a big difference.

From personal experience, consider how long you used an outdated word processor, spreadsheet, or Windows version, long after you knew it was time to upgrade. Kind of like a comfortable pair of shoes or old pair of pants.

We will review each one so you will hopefully give them a try.



### And another that's much faster

The Work Card Planner function shows all of the PM and Work Order hourly totals for this week or for any date range you select. You can review the amount of work for each mechanic and even move Work Orders from one mechanic to another.

### Is your Planner doing too much data entry?

The CPMS Guest functions encourage every plant to have your mechanics, production, sanitation, and other employees interface directly with CPMS. When entering a Work Request, who can best describe the problem and make sure it is entered into CPMS as soon as possible.

By downloading much of the data entry work to the mechanics and other plant employees will free up your Planner to do a lot more planning.

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## Function 1 - Generate PO's automatically

When you use the CPMS Purchase Order module there is extensive use of pop-ups to expedite the process. But, you still need to complete the PO header, and then in the PO Detail you must enter each part, quantity, equipment used on, etc. Wouldn't it be a lot easier if you could make a list of parts needed and then automatically generate PO's to each vendor?

You can. When viewing any part, as a mechanic, parts clerk, or other CPMS user, just click the Part Request button to add to the list of requested parts. Or, when adding Part Transactions, you can just click the Request button.

Using the Process Purchase Requests Now function (in the Purchase Order module), the Parts Clerk can approve/unapproved or modify any part requests. Click the Recalculate Price button to see the total price of approve requests. And, when you are ready, just click the Create PO's button to generate all the purchase orders for the approved parts.

CPMS will use all of the default values using the most recent purchases for these parts. You can, of course, modify the PO's if necessary. Doesn't that sound easier? Please refer to CPMS Newsletter dated April 2012 on our website for a full description of the Purchase Request option.

Purchase Requests

SPINDLE DRIVE BELT

Equipment: #4 CODER    Extended Price: \$11.25    Vendor Name: BETTENDORF STANFORD    Line Items: 3    Total Price: \$77.49

OK	Date	Part Number	Quantity	Price	Equipment	Account	Vendor	Originator
B	04/26/12	01-5142	1	\$11.25	B231	12345	BS	Dennis
A	04/26/12	01-5146	1	\$22.24	B-POD-C07B	12345	BS	Dennis
X	04/26/12	10002238M2	3	\$34.56	B197	12345	AMERICAN	Dennis
A	04/26/12	100582	1	\$44.00	G112	12345	AMERICAN	Dennis

## Function 2 - Part Checkout

When a mechanic removes a part from the store room, he can use the CPMS Guest menu to check out the part. Extensive use of pop-up menus makes this a snap.

And, if part tags are turned into the parts clerk, then the same Part Check Out screen is available to check out the parts used and create Part Issue Transactions.

Please refer to CPMS Newsletter dated July, 2008. Are you using this feature that was added to CPMS more than six years ago! We hope so.

Part Check Out

Add   Discard   Duplicate   Exit   Help

Part Number: 103506    User: Mech

Description: NEEDLE

Equipment: 004-005    DVEN    Used On

Quantity: 1    EA

On Hand: 1

Account Nbr: [ ]

Equipment X-Ref

- B-PAN-C29B, #1 MOULDER FEED
- B04-005, DVEN
- B133, DOUGH DIVIDER
- B136, ROUNDER

## Function 3 - Enter Equipment Failures, One Event

The best time to enter equipment failures is when they happen, not days later.

On the Equipment Failure screen, just click the "Print this Entry" button and create a one page report with room to include a picture or drawing, notes to the mechanic as to what needs to be done before placing the equipment back in service, and a sign off section at the bottom. Note fields are customizable from your System Configuration screen.

Please refer to CPMS Newsletter dated October 2013 for some great examples.

## and... the Work Card Planner

Go to Run Programs, Schedule Work, and then Work Card Planner. If you have tried this in the past and found it too slow, give it another try. The algorithm used to retrieve data has been completely rewritten.

This is a very handy utility to review PM and Work Order task assignments and, if necessary, reorganize Work Order assignments for your mechanics.

The spreadsheet shows you a tabulation of all the open and closed tasks for each employee for the week you selected, along with past and future assignments. You can quickly see which employees have finished their work and which may be overloaded or behind in getting their work completed.

From the Work Card Planner screen form, you can change the start date (or shift) and then click the **ReCalc** button.

If you want to reassign one or more Work Orders from one employee to another employee, click the **ReAssign** button and choose the employee with the current assignment. Use the Schedule Work Order screen form to choose the Work Order you wish to change. Select the new employee on the Work Order screen form. To see the effect of the change, click on the **ReCalc** button.

The screenshot shows the 'Work Card Planner' application window. At the top, it displays 'Current Week: 7/20/2014' and 'Shift: 9'. Below this is a grid of data for employees and their work hours. The columns represent days of the week (M, T, W, T, F, S, S) and the rows represent employees. The data is as follows:

NAME	M	T	W	T	F	S	S	Current Week Open	Current Week Closed	Past Weeks Open	Future Weeks Open		
1 COCHRAN			172	60	30	60	344	11.1	1	3.2	1.5	1.2	0.5
1 COTRELL	131	93	135				105	7.7		4.8	0.8	5.4	
1 FOLAND		180	30	90	270			3.5		7.5	0.5	1.5	
2 BROWN	405	69	69	65	0		90	10.1	1.5	2.5	7.5	10.1	
2 JONES													
2 KARNEHM	30		502	75	60		5	30	10	1.8	0.6	10	1
2 LENOVER	759		22					120	15		2	6	
2 PHILIPS		315		0		60			6.2		0.5	2	5.7
3 BERRIEN												2	
3 BROWN				60					1				
3 LEVERNIER									0.8		0.5		

At the bottom of the window, there is a summary row for 'PM hours' and 'WO hours'.

PM hours	21	7	18	3	3	6	9	70.6	0.8	23.2	30.9		
WO hours	0	0	1	0	0	1	0	3.3	1.	22.8	0.5		

## And the Winner is...

Congratulations to Ken Redden, at Klosterman Bakery, Morristown, IN. Again!

The question was: How would you change your PM work card to print one equipment per page and a separate report for each day of the week?

And the answer is: Use the System Configuration screen and click the WC Edit button to change the work card report options. You can customize your PM sheets using a variety of formats.

## CPMS Quiz

For \$100, how would you print out v-belts worth more than \$15 (each) made by three different manufacturers. For example, Gates, Dayton and Browning.

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