

# CPMS Newsletter

## “As the Wrench Turns”

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### Some great features you may have overlooked

As the CPMS developers, it saddens us when we visit a plant and see them performing various functions “the hard way”, or not using some of the new enhancements which would make their life a whole lot easier. From our perspective it’s like getting a new sports car and leaving it in the driveway or maybe driving it around the block just on weekends.



But the reality is that we all use only a fraction of the features available on our smart phones, PC’s, tablets, etc., and only a small portion of the

programs we use every day like Windows, Excel, Word, and yes, even CPMS.

So, our job is to make sure you are getting the most out of the portions of CPMS you are using and urge you to try out some new functions in the program which can make a big difference in your operation.

### Part 1 - Pictures, Drawings, MSDS, and PDF Files.

In a typical Maintenance office there are shelves stacked with equipment manuals and assorted reference material. If there is an urgent repair and you need to refer to a manual, it can be very time consuming. The goal is to have all of your critical information just “a click away”. And, you can.

CPMS screen forms for Equipment, Parts, Work Orders, Equipment Failures, and even the Master Schedule, all have a “Draw” button. This allows you to copy Drawings/Pictures into the CPMS Drawings folder (\Maint\Drawings) and link them to the corresponding entry using the Draw button on the forms listed above.

For example, if you have one or more drawings of equipment “XYZ” which you would like to be able to view when using the Equipment screen form, just copy them to the \Drawings folder. Next, bring up “XYZ” on the Equipment screen form and click the Draw button. Then choose “Add New Drawings/Pictures” and click on the desired “XYZ” file. You can have multiple Drawings/Pictures for the same Equipment Number.

Note that the Draw button is green if there are one or more associated Drawings/Pictures linked to the equipment. It is gray if no links or the last one is deleted. CPMS never deletes files in sub folders.

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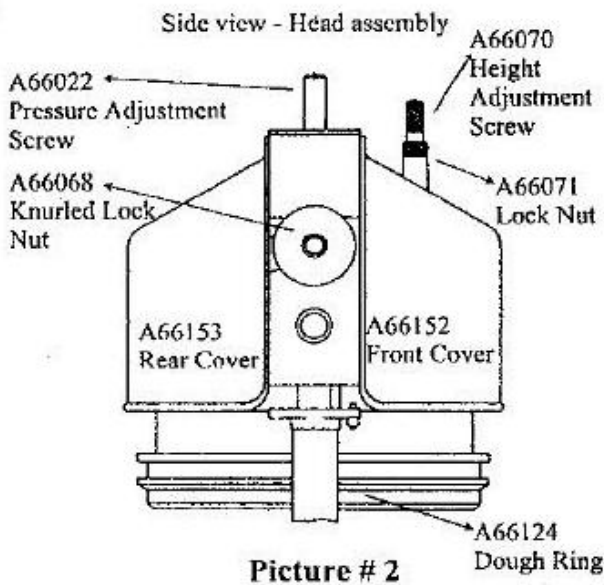
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## How to use the Draw button for Drawings/Pictures

When you have a chance, please review all of the screen forms which have a Draw, MSDS, or PDF button. Each of these buttons uses a different \Maint sub folder:

\Maint\Drawings- Pictures and Drawings  
\Maint\MSDS- Material Safety Data Sheets  
\Maint\PDFFILES- For Purchase Orders and Master Schedule PDF entries.

You will want to check with your IT folks to see if you have access to these folders and if you are allowed to use Windows File Explorer to copy (or delete) files to these folders. In this example we will review using the \Drawings folder.



Above is a dough divider. It could have its own equipment number or be part of a larger piece of equipment. Consider the value of having the Draw button pop up this drawing when viewing the Equipment record, a Work Order, the Master Schedule, and even when Processing PM Tasks. If your mechanics have access to a PC, they can view and optionally print Drawings/Pictures.

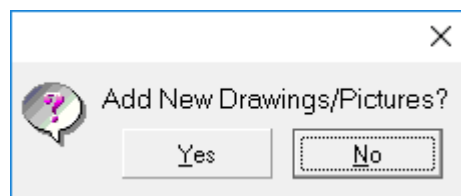


While it is certainly not necessary to have a picture or drawing of every part in Inventory, consider how helpful it is for the mechanics to “see” the part before going to the parts room to check it out. This is particularly true for those obscure parts where the description may not be enough. In the picture above of an air cylinder, a picture is probably not needed, but might be beneficial for a seldom used proximity switch.

## Step by step Instructions

Determine the right file name for your Drawing or Picture. We recommend using the CPMS column value since the Equipment Number, Part Number, Work Order Number, Equipment Failure Number, etc., is unique. If you have multiple Drawings/Pictures for the same entry, just add a suffix. For example, two drawings for equipment L1-100 might be named L1-100A and L1-100B.

After copying one or more Drawings/Pictures to the \Maint\Drawings folder, go to Edit, Equipment for the desired equipment number. Click on the Draw button. The Draw button will be gray if there are no associated entries and you will see the message:



Click “Yes” and choose the desired file. The Draw button will now be green. Click the Draw

button and you will see a popup list containing your new entry. Optionally, you can “Choose, or Esc to add new”. There is no limit to the number of Drawings/Pictures you can link to a CPMS entry.

When viewing the Drawing/Picture you can use the Viewer menu to zoom in/out, print, etc. And, when you close the Viewer you can optionally “Delete the Link to this Entry”.

**NOTE:** CPMS does not delete entries in the CPMS subfolders. Files are linked to entries such as Equipment, Parts, etc. It is your job to manage files copied to the CPMS sub folders. If you delete or rename a file in a subfolder using Windows File Explorer, the old name is still in the Miscellaneous Tables (Bitmaps). To see how files are linked to CPMS entries, go to Supervisor, Other Utilities, Edit Miscellaneous Tables, Drawings/Pictures.

But, if you click on the Draw, MSDS, or PDF button, and CPMS finds that the associated file is no longer linked to the CPMS entry, then you will see an error message and that link will be deleted (CPMS version 4.45)

As always, if you would like us to walk you through how to attach valuable documentation to your CPMS data base, just give us a call or send an email.

## **And the Winner is...**

No one sent in the right answer to our last CPMS Quiz. And the question was, “When Generating or Processing PM’s, what are all the date ‘rules’ for the Start and End dates?”

When Generating PM’s:

- The start date must be greater than or equal to today’s date.
- The start date must be less than the end date.
- The date range must be seven days or greater.
- The default start date is the first day of the work card week. You should have a good reason to change it!

When Processing PM’s:

- The start date must be less than the end date and the end date must be less than today’s date.
- You must process the oldest week which has open tasks.
- The date range must be seven days or less.
- The default start date is the first day of the work card week. You should have a good reason to change it!

## **CPMS Quiz**

### **For \$100**

You have probably noticed that when you bring up Tasks (Closed) you cannot change the date the work was done or the status. By design, CPMS encourages you not to revise your history just to make it look better. But, if a mechanic completed and turned in his PM work card, and the Planner misplaced it, how would you show those PM’s were completed?

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*Dennis Fleming*  
IISCO

101 High Circle, Suite 8G  
Myrtle Beach, SC 29572  
Cell: 570 351-5290  
E-mail: [iisco@ptd.net](mailto:iisco@ptd.net)  
[www.TheBestCMMS.com](http://www.TheBestCMMS.com)