CPMS Newsletter
"As the Wrench Turns"

Tips and Techniques Issue

Over the past few months there have been some good questions about performing some of the CPMS functions. For example:

- You find you have some duplicate part numbers. After identifying some of those you want to delete you bring up one of the part numbers on the Edit Parts screen. Next you click the delete icon and see the message below. What steps do you need to take in order to clean up these duplicates?

Error ✕

❌ -ERROR- Cannot delete - values exist in another table. (2509)

[OK]
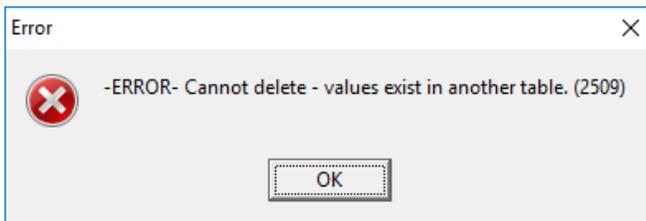
- Keeping your CPMS data base correct, current and complete is an ongoing project. As you add and change your data you will invariable make a few mistakes which need to be fixed. A good place to start is to use the Supervisor, Data Base Analyzer, and the Self Audit functions to view/print a number of reports

which highlight areas that need your attention. Although there are integrity checks throughout CPMS which let you know if you make a mistake, you are ultimately responsible for quality control. But, since there are usually many people entering data into CPMS over a number of years, you have probably *inherited* some errors. These will tend to cause problems when using CPMS and may produce erroneous or misleading reports. We encourage you to run all of the Self Audit reports and make the necessary corrections.

· Self Audit
   --- Equipment not in the Master Schedule
   --- Master Schedule entries with no PM Duties
   --- Mechanic Handbook entries not in the Master Schedule
   --- Duplicate use of Task Description Idents
   --- Equipment Failures but no PM in Master Schedule

- Recently we emailed CPMS Update 4.46 as a Zip file attachment. A couple of the plants had difficulty loading the update and so we sent out specific step by step instructions to successfully update your CPMS program. What do you need to know before loading CPMS updates?

INSIDE THIS ISSUE

How to manage Key Columns

Virtually all of your data in CPMS is linked together by one or more *key columns*. They are Equipment Number, Part Number, Employee Number, Vendor Ident and Task Description Ident. For example, when you build your Master Schedule you will need to enter the Equipment Number, Task Description Ident (Example: "B" for a weekly PM), and Employee Number. Then, when you generate you PM work cards, these key columns will link together all of the PM's to be performed.

If you were able to easily delete these key columns you would lose all of the associated rows of data. A good example would be where an employee leaves the company and you decide to delete the employee number. But what about all PM's and Work Orders the employee performed over the past years. Your Work History reports would be missing all of the time and cost associated with that employee. A better idea is to change the Status of the employee to "Inactive" and then have a standard for how long you want inactive employees to remain on file.

Likewise, you will normally want to uncheck the "In Service" box for equipment which has been removed from the plant until reports for that equipment number are no longer needed.

In the case of Part Number, Vendor Ident and Task Description Ident, in many cases you do not want to delete a duplicated key column but instead you will want to merge two or more values.

Using Supervisor, Check/Delete Key Columns or Change Key Columns, you can manage deleting and/or merging critical values in your data base. When you have a chance, go to CPMS Help and review the help topics for those two functions. Below is an example of duplicate part numbers. "103 Belt" and "Belt 103" should have been entered as the same part number.

We'll assume "103 Belt" should be "Belt 103". You would use Supervisor, Check/Delete Key Columns to delete "103 Belt" since it is linked to other tables in your data base. Below you can see the tables that "103 Belt" is linked to. (See CPMS Help, Appendices, Table Names.)

Running Check/Delete Key Column for "Belt 103" you will see a similar list. So, if you delete "103 Belt" and keep "Belt 103", CPMS will delete all of the data linked to "103 Belt". If you decide that is what you want to do, then you click "Yes" to the warning message below.
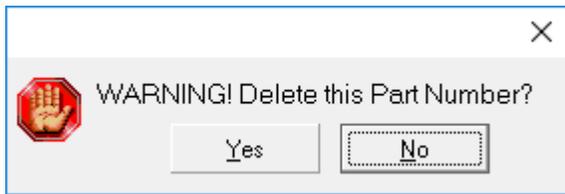
But, instead of deleting this part number you should probably <u>transfer</u> all of the data from "103 Belt" to "Belt 103". Use Supervisor, Change Key Column, which asks you to enter both part numbers. After updating all the rows using "103 Belt" to "Belt 103", the unwanted part number is deleted.

Using the Self Audit functions

When we visit a plant, or review their data base remotely, one of the first things we do is run the Self Audit reports. Your goal should be to have all of those reports "come up empty" although that may be unrealistic.

Equipment not in the Master Schedule

After you enter all of your equipment, and the necessary PM's in the Master Schedule, and uncheck the In Service box for equipment which needs no PM, run this report to see what you forgot. Consider that there are no PM work cards being printed for all of the equipment listed on this report and might explain some of the machine failures occurring in your plant.

Master Schedule entries with no PM Duties

After you complete the top half of the Master Schedule screen form you need to enter the individual PM Duties on the bottom half. This report lists equipment numbers where the bottom half is still blank (no PM duties assigned as shown at the top right).

Mechanic Handbook entries not in the Master Schedule

We recently showed a plant how to delete hundreds of PM Duties which were not linked to the Master Schedule. This problem can occur when changing the Procedure Number. If you have ten similar pieces of equipment, each with their own PM's, and decide to change them all to the first equipment number in the series, you need to delete the PM's for each entry <u>before</u> changing the Procedure Number.

CPMS does not do this automatically because you may change your mind and decide to reuse those old PM Duties for one or more other equipment numbers. But, in the data base world you do not want to leave "orphan" rows and this self audit function will help you in that regard.

Duplicate use of Task Description Idents

This report will list Tasks Description Idents which have been used in the wrong table(s). Go to Standard Reports and print the Description Table. As you can see, the three main categories are M= Preventive Maintenance, D= Breakdown Repair, and R= Planned Repair.

When you set up CPMS you determine the subcategories. We recommend a single character for Preventive Maintenance and 2 or 3 characters for Breakdown and Planned Repair. Using the same Description Ident for more than one main category may cause problems with reporting.

Description Ident	Description	PM Frequency	Task Code	
A	DAILY	7	M	Preventive Maintenance
B	WEEKLY	7	M	Preventive Maintenance
BD	BREAK DOWN		D	Breakdown Repair
C	BI-WEEKLY	14	M	Preventive Maintenance
D	MONTHLY	28	M	Preventive Maintenance
DT	DOWN TIME		D	Breakdown Repair
E	3 MONTHS	91	M	Preventive Maintenance
F	6 MONTHS	182	M	Preventive Maintenance
FS	FOOD SAFETY		R	Planned Repair
G	ANNUAL	364	M	Preventive Maintenance
PM	RESIDUAL PM TASKS		R	Planned Repair
PR	PROJECTS		R	Planned Repair
SF	SAFETY		R	Planned Repair
WO	WORK ORDER		R	Planned Repair

For example, when adding a Work Order, CPMS will assign a task number beginning with an "R" (For example: R0002714) and also use the Description Ident for Work Orders from your System Configuration screen (For example: WO).

When entering the repair, all of the labor and costs are assigned to Description Ident "WO". If a repair was made as a result of Food Safety concerns, the Description Ident might be "FS" (another "R" subcategory). But if a repair was made in conjunction with a weekly PM, you would not use the Weekly PM Description Ident of "B". Instead, when processing the PM, you would click the "Additional Work/Notes?" button and then choose "Work Performed in Addition to PM" from the popup menu.

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                                    ✕

 1 Work Performed in Addition to PM
 2 Needs Repair
 3 Enter Equipment Note for this PM
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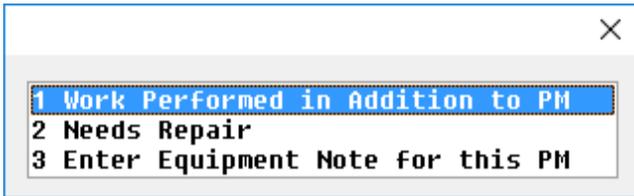
The Self Audit report would show that you used the PM code for Weekly as a Planned Repair description ident.

Equipment Failures but no PM in the Master Schedule

When you enter Equipment Failures they should be for equipment entries in the Master Schedule. In most cases there are improvements you can make in your PM's to avoid reoccurring breakdowns. An example of where this may not be true would be loss of power to the plant due to blackouts and brownouts.

Loading CPMS Updates

The first question you need to answer is, "Do you have access to the CPMS data base folder (probably on your server) and do you know how to use the Zip (or 7Zip) utility properly?" Your job is to extract the CPMS update files (sent to you in an email attachment) into your CPMS data base folder and then run the update utility in the CPMS Supervisor options. If you need assistance, please contact us. The install instructions are always included in our update emails.

And the Winner is...

Cameron Burks, Lewis Bakeries, Murfreesboro, TN. The question was how would you save a condition you used on the Power Search screen to use the next time you need to run that same report? Answer: Click the Help button on the Power Search screen to see how you use the Get, Save and Delete buttons next to Prior Selections.

CPMS Quiz

For $100

You are adding a Purchase Order and see the following error message:

"Values for rows in PURHDR must be unique"

What does that message mean and what would you do to correct the problem?

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