

# CPMS Newsletter

## “As the Wrench Turns”

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### CPMS Help and Manual Version 4.4x

It seems like every day you are offered updates for all the technology you use at home and work. In some cases it is a chance for companies to sell you something new that you may not need. We don't do that. All CPMS updates are included in your annual software maintenance fee. We encourage everyone to stay current since updates contain enhancements and fixes. If you click the “About” tab on the CPMS Main Menu you should see:

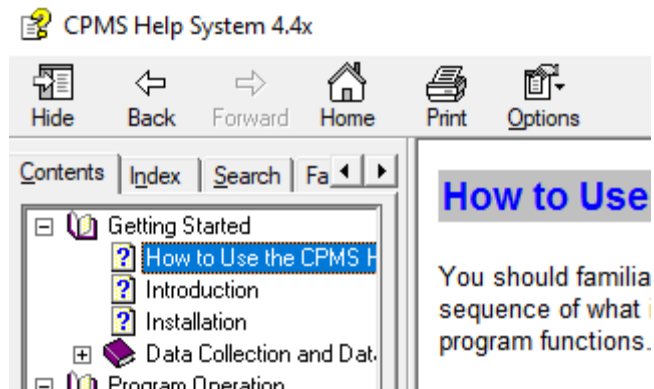


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You are current if you see **CPMS 4.49** which was emailed on January 9, 2019.

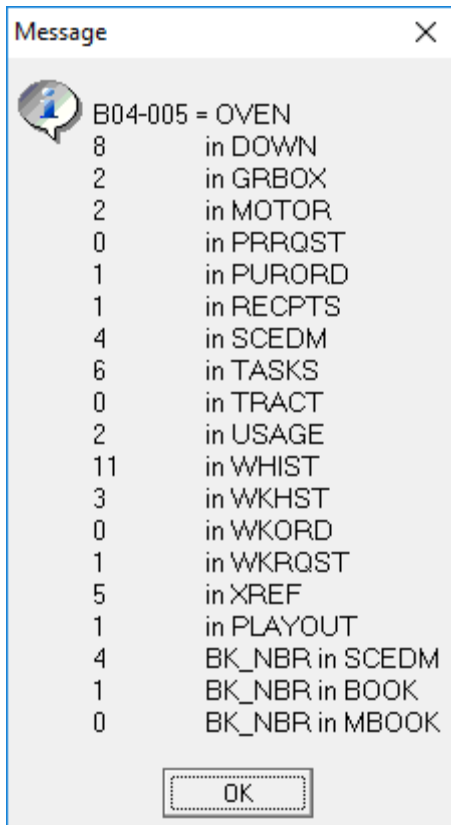
And, if you click the Help button on any screen form in CPMS, look in the upper left corner. It should look like:



The **4.4x** lets you know you are up to date. Both the online CPMS Help system and the CPMS Help manual are on our website in the “7zip” format. Please ask your IT folks to contact us if they have any questions regarding downloading these valuable tools so they are always available at your fingertips.

### Here are some examples of how to use CPMS Help

1. Using Supervisor, Check/Delete Key Columns, choose the Equipment table. Assume there is an old piece of equipment in the plant which is being replaced and you want to determine how much data in other tables reference this equipment number. As a guideline we recommend that you keep at least 2-3 years of history so that you can run queries and reports which still include the time and cost associated with equipment which has been removed. After entering an equipment number you will see:



This display shows the number of rows in all of the tables in CPMS which contain the equipment number of the machine being removed from the plant. Since it may not be obvious what table the abbreviation is referencing, refer to CPMS Help, Appendices, and Tables Names.

The table names are listed twice; first sorted by the Table Name and second by the CPMS Name. Where you see “1 in WKRQST” and want to know which table this is, you can see in the list to the right it is “Work Requests”.

As you know, on the Equipment screen form, if you click the “minus sign” for Delete, you can’t delete a key column if it is referenced in other tables. But, if you log in with Supervisor status, you can delete a key column and all references.

Before deleting a key column, check if it has lots (hundreds/thousands) of related rows and check if they are recent. For example, use Query for Tasks (Closed), choose all columns, Select the desired equipment number, and then sort by date (TK\_SDATE) in descending order.

Table Name	CPMS Name (sort by)
-	
Account Numbers	ACCOUNTS
Alternate Parts	ALTPART
Bitmap Files	BITMAPS
Mechanics Handbook	BOOK
Description Table	DESTAB
Equipment Failures	DOWN
Employees	EMPLYS
Equipment	EQUIP
Equipment Failure Desc	FAILTAB
Gear Boxes	GRBOX
Users and Passwords	GUESTS
Manufacturer’s PM	MBOOK
Motors	MOTOR
Material Safety Data Sheets	MSDS
Parts Inventory	PARTS
Equipment Location	PLAYOUT
Production Hours	PROD
Purchase Request	PRRQST
Purchase Order (Header)	PURHDR
Purchase Order (Detail)	PURORD
Receipts (PO Combined)	RECPTS
Master Schedule	SCEDM
Tasks (Open)	TASKS
Part Trans (Open)	TRACT
Part Trans (Closed)	USAGE
Vendors	VENDOR
Parts/Vendor X-Ref	VREF
Tasks (Closed)	WHIST
Work Orders (Closed)	WKHST
Work Orders (Open)	WKORD
Work Requests	WKRQST
Parts/Work Order X-Ref	WREF
Parts/Equipment X-Ref	XREF

2. What if you were asked to determine what parts in stock may no longer be needed once the equipment has been removed?

That’s easy. Just print the Part/Equipment X-Ref report for the desired equipment number and you’re done! But wait. What if some of those parts are still being used on other equipment in the plant?

If you click the Help button and go to online CPMS Help you can use Search and then enter “Parts”. Down at the bottom of the display you can click “Search titles only” and you will see a list of topics.

In order to narrow your search, change your search to “parts only” and click “List Topics” again and you will be directed to the correct topic. (The second display on the page 3.)

Type in the word(s) to search for:

parts

List Topics Display

Select topic: Found: 18

Title	Location	Rank
Generate PO's f...	CPMS ...	1
Print Parts Tags	CPMS ...	2
Parts at Minim...	CPMS ...	3
Parts only used ...	CPMS ...	4
Alternate Parts	CPMS ...	5
Parts Inventory ...	CPMS ...	6
Parts Inventory ...	CPMS ...	7
Parts/Equipmen...	CPMS ...	8
Parts/Vendor X...	CPMS ...	9
Alternate Parts	CPMS ...	10
Parts (Standard)	CPMS ...	11
Parts (Expanded)	CPMS ...	12
Parts/Equipmen...	CPMS ...	13
Parts/Vendor X...	CPMS ...	14
Work Orders Aw...	CPMS ...	15
How to Enter yo...	CPMS ...	16
How to Set up Y...	CPMS ...	17
Retagging or Re...	CPMS ...	18

- Search previous results
- Match similar words
- Search titles only

## Generate PO's fo

### PROCEDURE

CPMS allows you to automa: minimum quantity based up

Using the Generate PO's fo search for part activity. The

If you checked the Use Only select those parts which ha unchecked, then CPMS will in the Parts/ Vendor cross re

Parts are considered "at mir than or equal to the minimu

CPMS will use the most rec group all parts together by v the last time the part was u: Equipment Number (Span PO Number and then print o

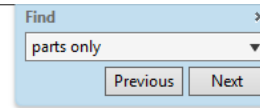
Edit these PO's making any

I noticed that in online CPMS Help that when doing a multi word search like "Parts Only" all the occurrences of just "parts" were being displayed. So...

## "Only 10% of computer users know what Ctrl-F does"

When you are on the web or scrolling through a Word or PDF document, use Ctrl-F to find what you want immediately.

Bring up the CPMS manual (CPMS.pdf) and press Ctrl-F.



On the first page of the manual, enter "parts only" and then click Next.



Recalculate Min/Max Levels.....	28
Print Parts Tags.....	30
Copy a Transaction from Usage.....	31
Inventory Quantity Adjustments.....	31
Parts at Minimum Quantity.....	32
Upload from Bar Code System.....	32
Physical Inventory Report.....	34
Parts only used on specific Equipment.....	34
Schedule Work .....	34
Generate PM Schedule .....	34

The topic for "Parts only used on specific Equipment" is on page 34.

Click Next again and...

Type in the word(s) to search for:

parts only

List Topics Display

Select topic: Found: 1

Title	Location	Rank
Parts only used ...	CPMS ...	1

- Search previous results
- Match similar words
- Search titles only

## Parts only used on specific Equipment

This report shows which spare be needed when a piece of equ from the plant. It will check whi a specific equipment number a any other equipment.

### PROCEDURE

Enter the Equipment Number t Parts/Equipment X-Ref table. A used on:" that equipment numl there are none, "No Parts Four

#### 2.4.3.8 **Parts only** used on specific Equipment

This report shows which spare parts may no longer be ne from the plant. It will check which parts are used for a spe any other equipment.

#### PROCEDURE

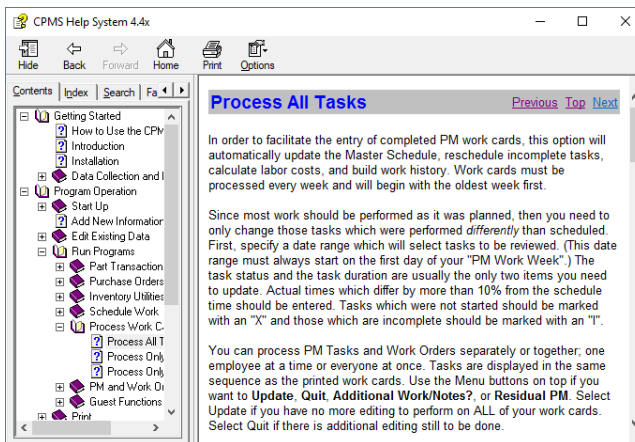
Enter the Equipment Number to check in the Parts/Equipr on:" that equipment number will be printed. If there are no

#### 2.4.4 **Schedule Work**

The "Find" function jumps to page 34 and voila! Information is only valuable if you can find what you want quickly, easily and accurately!

3. If you haven't browsed online CPMS Help recently, make sure and visit soon so that you are comfortably locating what you need and moving from one topic to another. For example, if you are processing PM work cards and click the Help button, you will see the Process All Tasks topic. (You can also go to the same topic if you click the Help button on the CPMS Main Menu and open the Table of Contents.)

Notice that some text may be highlighted in color and underlined. When you click on one of these, CPMS Help will jump to that topic, screen form or report, or you may see a popup window. Use the Back and Forward arrows in the upper left corner to revisit any topic in the same order you displayed them.



If you are reading the Process All Tasks topic you will see the following paragraph about half way down the page.

Work which was performed as scheduled, does not require any editing. Normally, only the first two columns will be changed, i.e., Status or Actual Minutes. Other columns may also be modified within certain constraints. For example, the Start Date can be change as long as it falls within the week being processed.

When you click Status the following popup is displayed showing status code values depending on whether a Task is scheduled or processed.

For Scheduled Tasks:  
Blank = Ready  
1 = Awaiting Parts  
2 = Awaiting Labor  
3 = Awaiting OK. (approval, funds, etc.)

For Processed Tasks:  
C = Complete  
I = Incomplete  
X = Not Started

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

Once again, no one sent in an answer to our last CPMS Quiz. The question was: How could you easily determine the average amount of time it took to do the monthly PM on a critical piece of equipment over the past two years?

And the answer is: Go to Run Programs, PM and Work Order Utilities, and Adjust Scheduled Time. Click the Help button if you need assistance in filling in the Date Range, Equipment Number, or the PM Frequency.

### **CPMS Quiz**

#### **For \$100**

How can you quickly determine the current value of your spare parts using the most recent price?

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