

# CPMS Newsletter

## “As the Wrench Turns”

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### What does your plant look like these days?

Many/most manufacturers are operating with a skeleton crew. For a lot of employees, you may be essential, but you may be working from home. The real estate lady who lives next door, does almost all of her work from home. However she goes to weekly meetings to meet with staff “face to face” even though it may be mask to mask. “We still need that energy that you can only get in person. And, when addressing personnel issues, that’s hard to do with Zoom.”



I had a conference call recently where it was determined that the problem was on the server. There was also an issue on a PC that the

maintenance supervisor was using. There was some confusion and I asked the IT person if he could go back to the shop and show the employee what we were trying to do. He laughed and said, “Well, I’m 20 miles from the plant.”



Of course, it’s not just manufacturers. As schools across the country are seeing if and how they can reopen there is the real possibility that they may never be the same again. A combination of on site and remote learning could be here to stay.

### CPMS support... just a phone call or email away

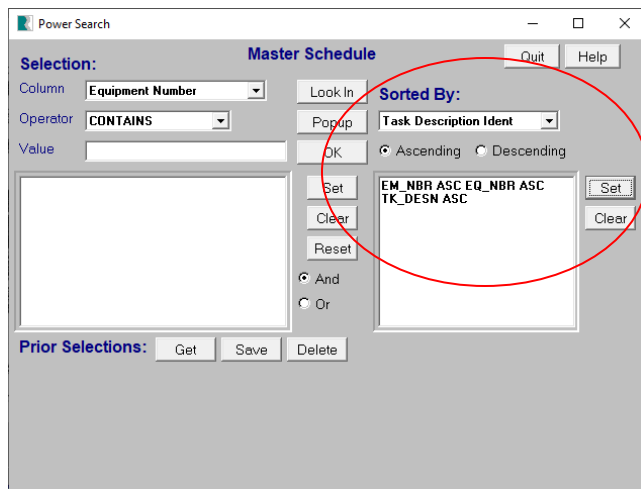
Instead of making up examples of questions or problems you might have, we decided to use some emails over the last three months from actual customers. “*Only the names have been changed to protect the innocent.*”

Show each task, by mechanic, with its frequency and date last done.

Management wanted to see what equipment and PM frequency was assigned to each mechanic. Go to Print, Standard Reports, Master Schedule and sort by Employee Number, Equipment Number and Task Description Ident.

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The default sorting columns are Equipment Number and Task Description Ident. In order to print the desired report you want to click the “Clear” button on the right and then choose Employee Number, Equipment Number and Task Description Ident. (Click the “Set” button on the right after each column selection.)

November 18, 2009 3:57 PM **MASTER SCHEDULE** Page 1 of 2  
INTERNATION INFO SYS

Equipment	Last Done	Frequency	PM Task	Due Next	Stalls	Schedule (Minutes)	Employee	Shift	Start Time	Book Number
2-1-015	07/29/06	7	B	08/05/06	10	23052	COOPER, CHAD		0:00	2-1-015
SILOS - FLOUR			WEEKLY							
2-1-015	07/15/06	28	D	08/12/06	15	23052	COOPER, CHAD		0:00	2-1-015
SILOS - FLOUR			MONTHLY							
2-1-015	06/27/06	91	F	09/26/06	45	23052	COOPER, CHAD		0:00	2-1-015
SILOS - FLOUR			3 MONTHS							
2-1-015	10/08/05	364	H	10/07/06	60	23052	COOPER, CHAD		0:00	2-1-015
SILOS - FLOUR			ANNUAL							
2-1-020	07/29/06	7	B	08/05/06	1	23052	COOPER, CHAD		0:05	2-1-020
AZO SIFTER			WEEKLY							
2-1-020	04/29/06	91	F	07/29/06	22	23052	COOPER, CHAD		0:00	2-1-020
AZO SIFTER			3 MONTHS							
2-1-020	04/08/06	182	G	10/07/06	10	23052	COOPER, CHAD		1:00	2-1-020
AZO SIFTER			6 MONTHS							
2-1-360	07/29/06	7	B	08/05/06	17	23052	COOPER, CHAD		8:00	2-1-360
DOUGH MIXER - TBX			WEEKLY							
2-1-360	06/17/06	28	D	07/15/06	9	23052	COOPER, CHAD		8:00	2-1-360
DOUGH MIXER - TBX			MONTHLY							
2-1-360	05/20/06	91	F	08/19/06	61	23052	COOPER, CHAD		8:00	2-1-360
DOUGH MIXER - TBX			3 MONTHS							
2-1-360	06/17/06	182	G	12/16/06	35	23052	COOPER, CHAD		8:00	2-1-360
DOUGH MIXER - TBX			6 MONTHS							
2-1-360	01/16/04	364	H	01/14/05	45	23052	COOPER, CHAD		8:00	2-1-360
DOUGH MIXER - TBX			ANNUAL							
2-1-500	07/22/06	14	C	08/05/06	180	23053	PUCKETT, FRANK		0:00	2-1-500
PROOFER			2 WEEKS							
2-1-500	07/22/06	28	D	08/19/06	105	23053	PUCKETT, FRANK		0:00	2-1-500
PROOFER			MONTHLY							

If you are not processing your PM work cards each week, or if PM assignments are not done, the “Last Done” and “Due Next” dates will not be updated. (In this report all the PM’s are grouped together by employee since that was the first sort column.)

## Export Work Orders to Excel

Periodically a customer will ask how they can unload their Work Orders into a spreadsheet. Before providing those instructions we need to

caution you on maintaining Work Orders in two separate systems. It is certainly easier to add Work Orders (or any data) into Excel but you lose the ability to prioritize, track and produce the reports that you can in CPMS. Also, with your Work Orders in two different systems, it’s likely you will be “out of sync”.

However, if you are exporting CPMS labor, cost, etc., into a plant spreadsheet, that’s great. One of our customers had a great one page summary and graph that was exactly what his plant manger wanted.

In order to export Work Orders (Open or Closed) to an Excel file, go to Query, Work Orders (Open or Closed), choose all columns, OK, then make a selection or OK for all. Next, on the Browse screen, choose Edit, then Export Results to, Excel Spreadsheet. Let us know if you have any questions.

## How to get the price to “lock in”

When you order a part in Purchase Orders and enter a Vendor, CPMS will use the last price paid for that part from that Vendor. If this is the first time you have used this Vendor, or if the price has changed, then CPMS will use the new/current price. You can always override the price which is displayed. When you process Part Transactions the unit price, dates, etc., are all updated.

Some plants, using the Purchase Order module properly, neglect to run the Part Transaction processing utility which updates five tables and over twenty column values. That’s like a three legged stool which is missing a leg. Go to CPMS Help, Program Operation, Run Programs, Part Transactions, and Summary of Changes.



You might ask, what are the three legs? The Purchase Order module manages all of your Orders and Receipts. But, on the Inventory side you need to make sure you are stocking and issuing parts properly. The life cycle of a part is Ordering, Receiving, and Issuing.

Provide step by step procedures to enter PM data, schedule work, and print weekly PM's.

At some plants the employee who handles PM work cards may be working remotely and/or their CPMS duties may be assigned to someone else. If you are the Work Card Planner at your plant would you be able to document what's required to schedule and print weekly PM's?

One of our customers did this recently and was surprised by the amount of "stuff" you need to think about. Here are a few items from their list:

- Go to Supervisor, System Configuration and check that the "First Day of the Work Card Week" matches the day you want to hand out weekly PM work cards. Change if necessary and then Save.
- On the CPMS Main Menu click the Refresh button. Note under Preventive Maintenance the "From" and "To" dates. These are the open PM's which may need to be closed from last week before generating PM's for this week
- If there is more than one week of open PM's you will need to close the oldest open PM's one week at a time.



## How to add a new user to the CPMS Users and Passwords menu

Go to Supervisor, Other Utilities, User/Passwords and Users. In the upper left corner are the Plus and Minus sign to add and delete CPMS Users. If the + and - are dimmed, then you need to use the Administrative password when logging into CPMS.

User Name	Password	Ident Status	Mechanics	Last Log In	Last Log Out
Guest	123	G	Guest	07/31/19 17:36	07/31/19 17:37
JSSAC	AAA	G	Guest	12/23/12 13:24	09/21/14 11:33
Mech	123	M	Mechanic 483	03/06/19 15:58	03/06/19 16:39
Dennis	123	S	Supervisor	08/14/20 14:13	08/14/20 12:26
LARRY	ABC	U	CPMS User	03/15/10 13:13	03/15/10 13:13

## And the Winner is...

Ken Redden from Klosterman Baking, Bill Morrow from Cerocimo Lumber; Christine Moody from Lewis Bakeries, Doug Aoki from Snak King, and Pam Coleman from Lewis Bakeries. Yes, we will limit the number of winners to five people from now on. And, if you prefer a gift card or direct deposit, please let us know. Paper checks are becoming obsolete.

The question was: In the Purchase Order module, Enter Receipts, what would you enter for Received and Order Status if the order quantity is two but only one part was received today?

And the answer is: on the Enter Receipts screen form, change the Received quantity to "1" and change the Order Status to Back Order. If you receive "1" and there will be no more receipts, change the Order Status to Received. For Back Orders the transaction code is changed to RX, and a new line item is created for the remaining quantity with a transaction code of OX.

Please read the Help instructions on the Enter Receipts screen form for a thorough explanation of how to manage your Orders, Receipts and Back Orders when running your Purchase Orders.

Part Number	Ordered U/A	Received B/O	Date	Unit Price	Order Status	For Equipment	Account Number	MSDS Tax	Originator
100582	2 EA	0	08/20/20	\$44.00	B-PAN-C31B		99999	None	N Dennis
HUB SPROCKET 24TH					DX				

Order Status

Received  
Ordered  
Back Order

## CPMS Quiz

### For \$100

If you have an employee who has left the company a few years ago, what would block you from deleting the employee number and all related history using Supervisor, Check/Delete Key Columns?

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*Dennis Fleming*

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