CPMS Newsletter
"As the Wrench Turns"

Great CPMS functions you've probably never used! Part 2

As promised, we want to walk you through a few more valuable CPMS features you may not be familiar with. While some of these may not be applicable to your maintenance operation, please take a few minutes and review them and you may see some real benefits.
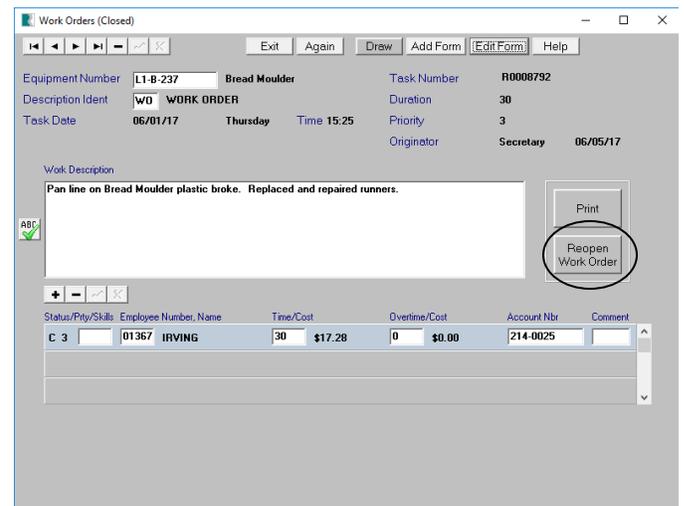
How to reuse an old Work Order

Have you ever had an extensive repair work order or project from a year or more ago and you wished you could resurrect it and use it again. You can. Just go Edit, Work Orders (Closed), and call up the old work order. Use the Task Number, Equipment Number, date range, etc., to find it. Just click the "Reopen Work Order" button.

The Work Description, Employee(s), and even any part numbers cross referenced in the old/closed Work Order will be copied to the new/open Work Order. You can modify the Work Description, change required parts, but you will need to attach any pictures/drawings if needed. What a great time saver!

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How to check if your min/max levels are accurate

If you are using the Purchase Order module, then Order and Receipt transactions are automatically added to Part Trans (Open). The third component is your Issue transactions. Although you can add them to the Part Trans (Open) screen form, you will find it much easier to use Guest Functions- Part Check Out, or just click the Part Checkout button on the Parts Inventory screen form.

Using Inventory Utilities, Recalculate Min/Max Levels, you can review all of your current Min/Max values using your part usage history. You will want to click the Help button to make sure you understand how to use this function. But, if you have accurate part history you will probably be surprised by how much you are overstocking.

Although there is an option to "Set New Min/Max Value if no Part Activity" that would only apply to a plant who never entered a best guess for these values. For example, for critical parts with no activity you may always want at least one spare.

How to print a list of parts used on obsolete equipment

When a piece of equipment is removed from the plant, how can you get a list of the parts only used on that machine? Go to Run Programs, Inventory Utilities, and choose "Parts only used on specific Equipment".

We hope you have been using the Part/Equipment X-ref table. This list is automatically updated every time you check out a part and indicate which piece of equipment it is used on. When you run this report, all of the parts used on the equipment number you enter and not used on any other equipment will be printed. You can then take the report to your parts room and free up some much needed space!

How to rebuild the Equipment Failure Description table

One of the most comprehensive reports available in CPMS is Equipment Failures. If you go to that report you will see many selection options including Equipment Failure Trends. In the report below there were 18 "pan jam" and 6 "bent grids" along with a number of other problems which only occurred once.
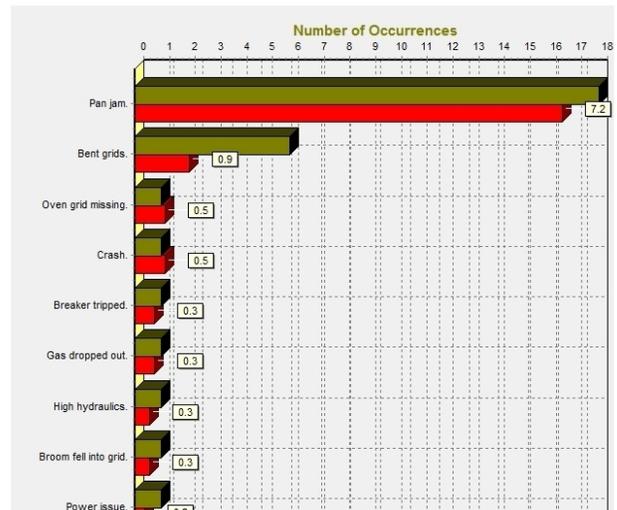

By entering the same failure description the same way each occurrence, it is a lot easier to spot trends. Here are some examples of how "belt" problems were entered at another customer for Equipment Failure Description.

The popup list should be concise and the same problem has the same spelling. The belt stopped; failed (broke, split, stretched, etc.); or was not working properly (alignment, wrong speed, etc.); may be all you need. Use "Repair and Corrective

Action to prevent reoccurrence" to provide additional information. Consider how much more valuable the pop up window will be if all belt, bearing, etc., problems had no duplicate or wordy entries.

Look at the popup below for "breaker" problems. Usually, *less is more*. The entire list could probably be just "Bad breaker" and Breaker tripped". Either it worked or it failed. Note: Don't use periods or other punctuation.

Failure Descriptions   ✕

    Bad breaker.
    Breaker issue.
    Breaker tripped.
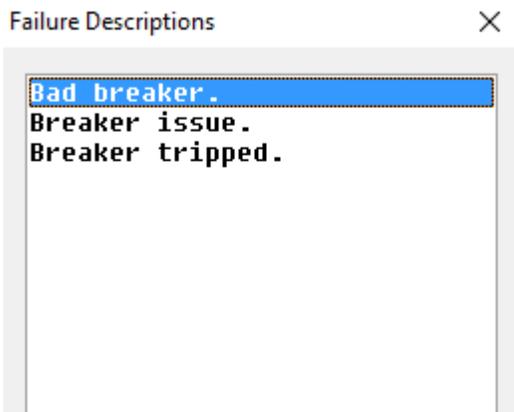
On the Equipment Failure screen form, when you position your cursor over the Failure Description column, you will see the hint below. You can press "F3" to see matching failures just for this equipment number or "Right click" to see matching failures for all equipment.

F3- Failures just for
this Equipment, Right
click for Failure table

It is never too late to clean up your Equipment Failure Descriptions table and then use the popup window to make sure to use the same description each time that specific failure happens again. Here are the necessary steps:

- Consider archiving old history which has little or no value any more. We suggest keeping the last three years in your CPMS data base.
- You can use the Supervisor Query/Edit function to remove duplicates. For example, you can change "Belt stop running.", "Belt stop.", "Belt stop moving.", "Belt stopping.",

etc., all to just "Belt stopped".

- Next, go to Supervisor, Other Utilities, Miscellaneous Tables, and choose Failure Descriptions. Choose Edit and then Delete All Rows. Once again, go to Supervisor, Other Utilities, Miscellaneous Tables, and Failure Descriptions. A new table will be built from your existing Equipment Failure data.

Please contact us for additional guidance if you plan to make a fresh start with your Equipment Failure reporting.

And the Winner is...

No one sent in the right answer to our last CPMS Quiz. The question was: Using the Work Card Planner utility, list the steps you would take to reassign a Work Order from one mechanic to another mechanic. And the answer is on the Work Card Planner screen, click the ReAssign button and choose the desired employee. On the Schedule Work Order screen select the Work Order assignment to change, and click Edit Work Order and change the employee. Exit back to the Work Card Planner screen and click ReCalc.

CPMS Quiz

For $100
We usually don't have a quiz in a Special Edition but no one won the last quiz. Enjoy!
In the System Configuration you can choose the "Last Date Schedule or Actual" option. If a PM was done one or more weeks late, what is the disadvantage of having the due next date based on the last time the PM was actually done as opposed to when it was last scheduled?

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