Pratical exercises n°1

Initialization to CMMS software (ManageMaint)

V.1 INTRODUCTION

Managemaint is a CMMS (Computer Aided Maintenance Management). This software allows you to manage the interventions to be carried out on a machine park, by defining preventive interventions and their frequency. It is possible to create intervention requests, corrective interventions, and carry out preventive interventions. A calendar can be taken into account to manage the calculation of intervention dates).

CMMS also allows maintenance contracts to be managed, with an alarm generated when the contract is about to end (or on a specific date, for example to be able to renew the contract early enough). This CMMS software allows you to manage the store's stock, with automatic updating when carrying out interventions or when receiving parts (following an order). Each item can be referenced by several suppliers. As an option, stock can be managed by a barcode reader.

It is possible to fully manage price requests, purchase requests and orders in the software. You can find the free CMMS on the author's website. It can be downloaded from the site; it is fully functional (you just have to re-register periodically). You can also get a complete, unlimited CMMS for a reduced price. It is from this screen that you access all the functions of ManageMaint via drop-down menus or using shortcut buttons.
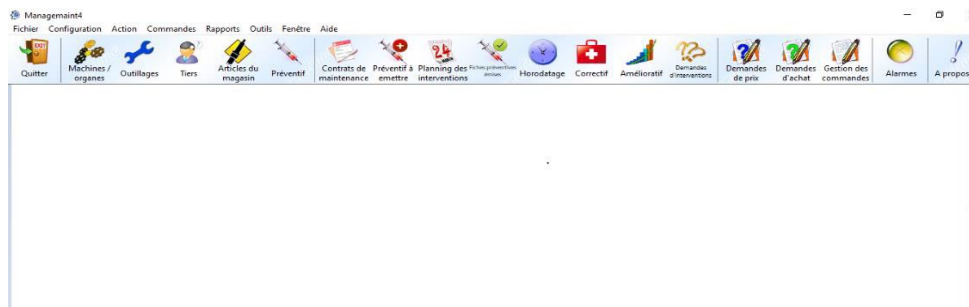

Fig.V.1 The software display interface ManageMaint

Configuring ManageMaint is a very important phase. Indeed, it is in this step that you will define your machine park, your store, your staff, etc. With a well-structured configuration, you can quickly and clearly describe your corrective and preventive interventions. This configuration is carried out using the configuration submenus. To correctly define this configuration, it is recommended to follow the order of the steps indicated in this documentation, which corresponds to the order of the menus and submenus of ManageMaint. Skipping a step may prevent you from entering certain settings.

V.2 CONFIGURATION BY CMMS

V.2.1 Agency configuration: This screen allows you to enter the different addresses of the agencies in your group. It makes it easier to enter your purchase orders by specifying the delivery and billing address. To access this screen, you must click in the Agency submenu.

To create an agency, you can enter:

- The name of the agency (mandatory field).

- The full address (at least the city which is obligatory).

- The country, the telephone and the fax, the email and the website.

- If the agency is used as a delivery and/or billing address in orders

- Usage: Agencies are used in orders,

- price requests and purchase requests.

V.2.2 Personnel configuration:

V.2.2.1 Civilities: This screen allows you to enter the civilities of people, subsequently used to define personnel and third parties. To access this screen, you

must click Inthe Personal / Civilities submenu.

To create civility, there is only one piece of information to indicate: Civility (eg: Mr., Mrs.). Use: Civilities are used in management staff and in the third parties screen.

V.2.2.2 Status of companies: This screen allows you to enter the status of the companies, subsequently used to define third parties (suppliers or subcontractors). To access this screen, you must click on the Personal / Company statuses submenu. To create a status, there is only one piece of information to indicate: The status of the company (eg: SA, EURL, etc.).

Use: Statuses are used in the third parties screen.

Noticed: As the Status field is not mandatory in the third parties screen, you will be able to When even define your suppliers or subcontractors without having previously created statuses.

V.2.2.3 Functions Staff

This screen allows you to define the functions of people, subsequently used to define the functions of staff, correspondents of subcontractors and suppliers. To access this screen, you must click on the Personal / Functions submenu.
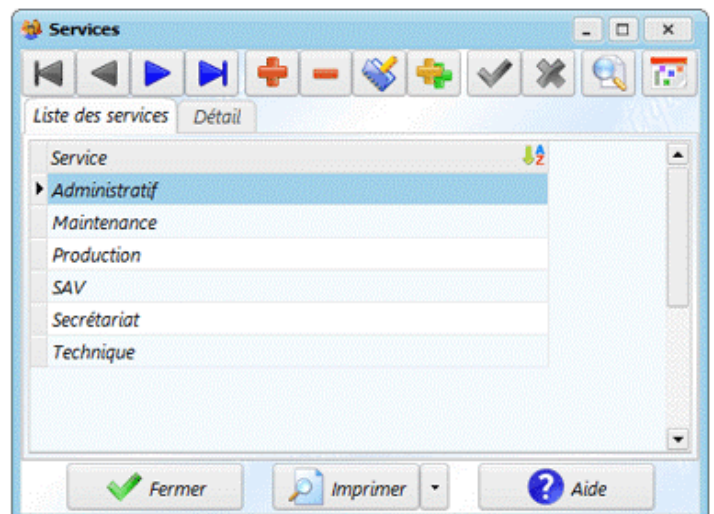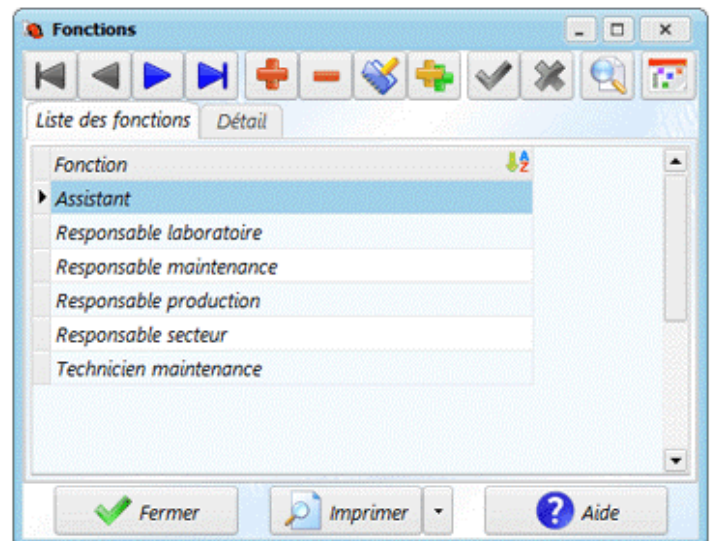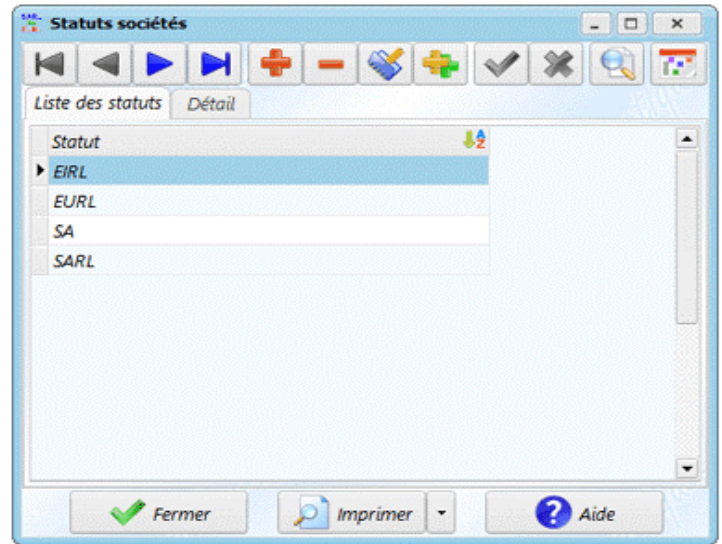
To create a function, there is only one piece of information to indicate: The function (eg: Salesperson, Foreman, etc.).

Use: THE functions are used in the personal and third party screen.

Noticed: As the Function field is not mandatory in the personnel or third party, you will still be able to define the personnel without having previously created functions.

V.2.2.4 Services: This screen allows you to define the departments in which people work. To access this screen, you must click on the Personal / Services submenu.

To create a service, there is only one piece of information to indicate: The service (eg: Maintenance, Management, etc.).

Use: Services are used in the staff screen.

Noticed: As the Department field is not required in the staff screen, you will still be able to define staff without having previously created departments.

V.2.2.5 Types of tasks: This screen allows you to define the types of tasks that staff can perform, which are then used to report staff hours. To access this screen, you must click on the Personal / Task Types submenu.

To create a task type, you must indicate:

- **Task type**: designation of the task
- **Work**: allows you to define whether it corresponds to a worked or non-worked period (example: leave)
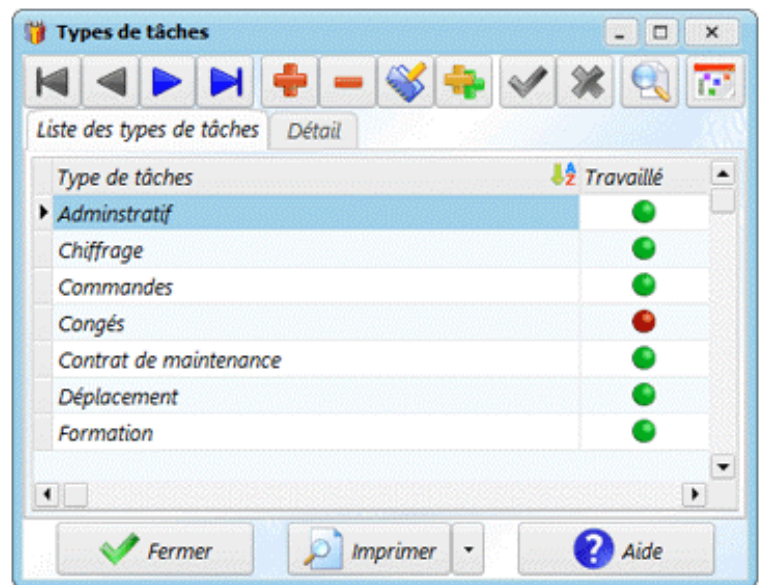
Use: THE Tasks are used in the time reporting screen.

**V.2.3 Configuration of the machine park:** The configuration of the machine park is divided into several menus

1. Configuring sectors
2. Configuring machine types
3. Configuring leaderboards

4. Configuration of machines and organs

V.2.3.1 The sectors: They correspond to a unit of your company. A unit can represent a sector, a line, a production, etc. which itself can be divided into sub-sectors. This will allow you to produce maintenance reports for the smallest unit of your plant grouping together machines. Each machine must be part of one and only one sector of your business. A sector can group together several machines. An intervention can also take place on an entire sector. To create a new sector, you must click on then element or sub-element and enter its name in the field named Label.

When you validate by clicking on, the new sector appears in the grid.

Creating an element creates a sector at the same level as the one selected; a subelement creates a new branch under the selected element.
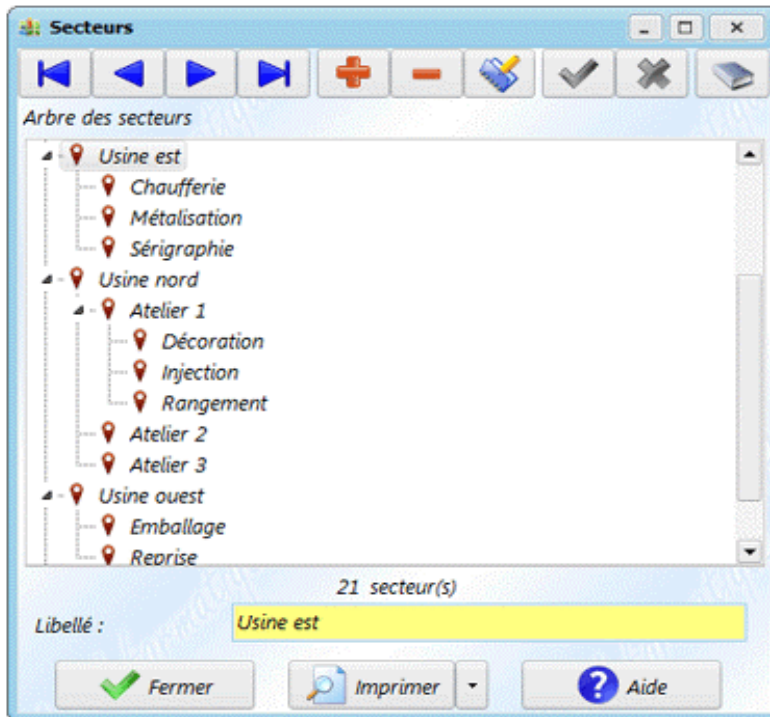
You can create up to 10 sublevels for sectors. However, to maintain good readability, it is not necessarily desirable to go beyond 3 levels; there is no point creating empty levels or ultimately grouping only one machine. In addition, too much detail can make it difficult to find a machine. It is also possible to modify the position of a sector in the tree structure, by selecting an element then moving it with the mouse.

If you do not have access to a sector (according to the access rights in the software), it appears grayed out. You cannot then modify it (or delete it, or move it).

Use:THEsectors are used:

- In the definition of machines.
- In preventive interventions, to carry out an intervention on a complete sector.
- In corrective interventions.
- In ameliorative interventions.
- In requests for intervention.
- In reports, to take stock of part of the factory.
- In the search for machines.

Remarks:

- he can It may be wise to create a Miscellaneous sector for machines that are not part of a specific sector.
- He is possible to create up to 10 levels of depth. However, it is recommended not to exceed 3 or 4 levels, so as not to complicate the search for a machine in a sector.
- Deleting a sector is only possible if no machine is attached to this sector.
- If you delete a sector containing sub-sectors, the sub-sectors are not deleted, but go up one level in the tree (they are attached to the father of the deleted element).
- The button at the top right of the screen allows you to expand all the branches of the tree structure. When the tree is unfolded, the button allows it to be completely closed.
- To move an element to the root of the tree, select it with the mouse and move it close to all the elements.

V.2.3.2 Types of machines: The Machine Type corresponds to the machine family. This setting allows you to group your machines by type. Each machine must be of one and only one type. A machine type can group together several machines. This information will allow you to produce a maintenance report on a type of machine.
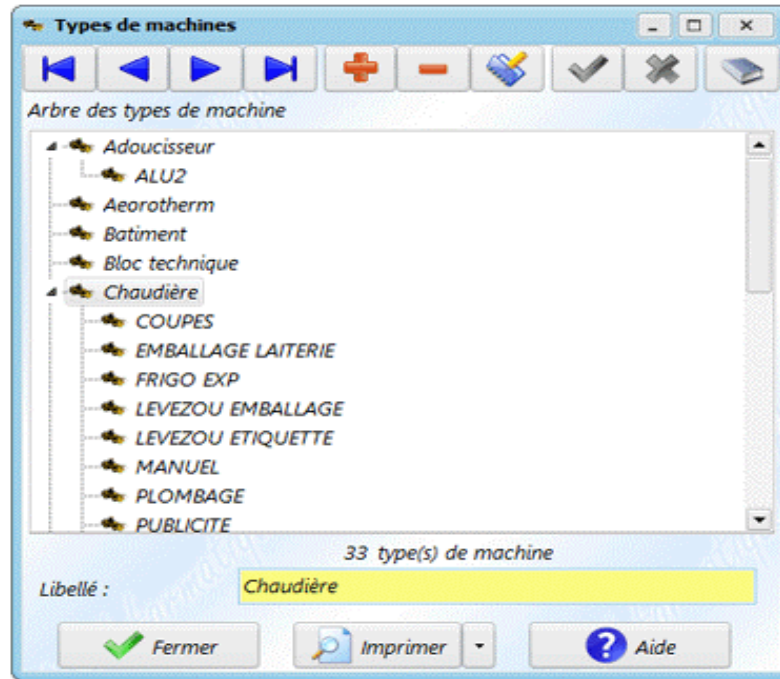
To create a new machine type, you must click on then element or sub-element and enter its name in the field named Label. When you validate by clicking on, the new type appears in the grid.
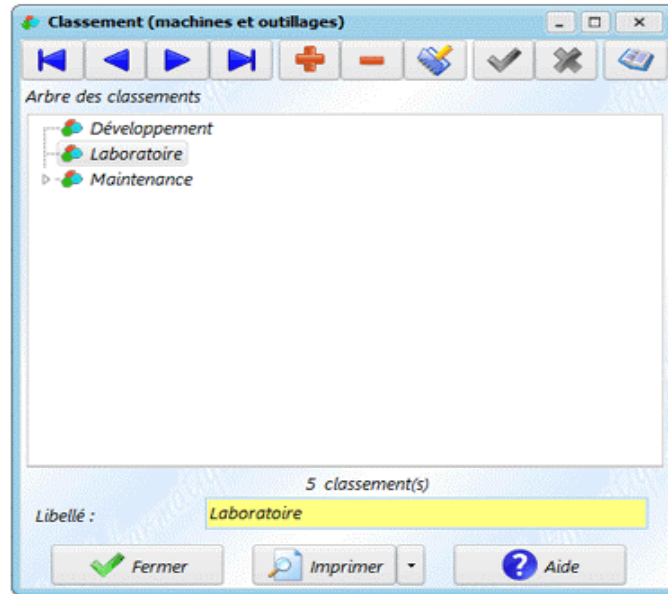
Creating an item creates a machine type at the same level as the selected one; a subelement creates a new branch under the selected element. It is also possible to modify the position of a machine type in the tree structure, by selecting an element then moving it with the mouse.

Use:

- In the definition of machines.
- In reports.
- In filters for preventive, corrective and improvement sheets.
- For machine research.

V.2.3.3 Rankings

Classification makes it possible to classify machines and tools in a second family (on the same principle as the type of machine). This parameter allows you to group machines (or tools).

The new ranking appears in the grid. Creating an item creates a ranking at the same level as the one selected; a subelement creates a new branch under the selected element.

It is alsopossible to modify the position of a classification in the tree structure, by selecting an element then moving it with the mouse.

Use:

- In the definition of machines.
- In the definition of tools.
- In reports.
- For researching machines and tools.

V.2.4 Tooling configuration

The tool configuration is divided into different menus:

- State tools
- Types tools
- Use of tools
- Creation tools
- A screen allows you to view the tool tree
- Connections tools – articles.

V.2.4.1 Tooling states

This screen allows you to define the different possible states for the tools. To access this screen, you must click in the Tools / Tooling Status submenu
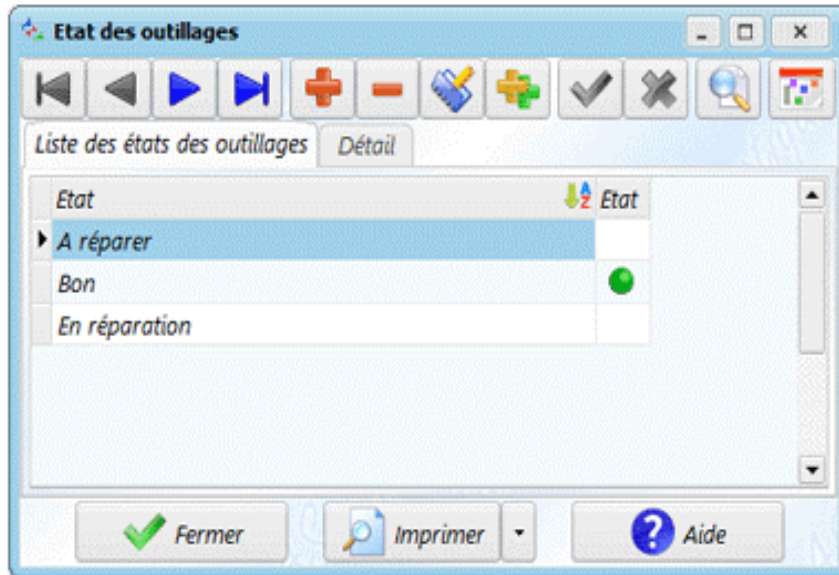

For each state, you must define:

- The name of the state (eg: good, to be repaired, etc.). It will allow you to define the state of the tools.

- A check box, allowing you to indicate whether the state corresponds to an in-service state or not (which can be used in tools to filter according to the state of the tool). When displaying tools, the tool icon is displayed in green if the tool is in use, and in red otherwise.

Use :
- The states are used to define the tools

V.2.4.2 Types of tools

The Tool Type allows you to define a family for the tools. This parameter allows you to group your tools by type. Each tool must be of one and only one type. A tool type can group together several tools. This information will allow you to edit a maintenance report on a type of tool, or to quickly search for specific tools.
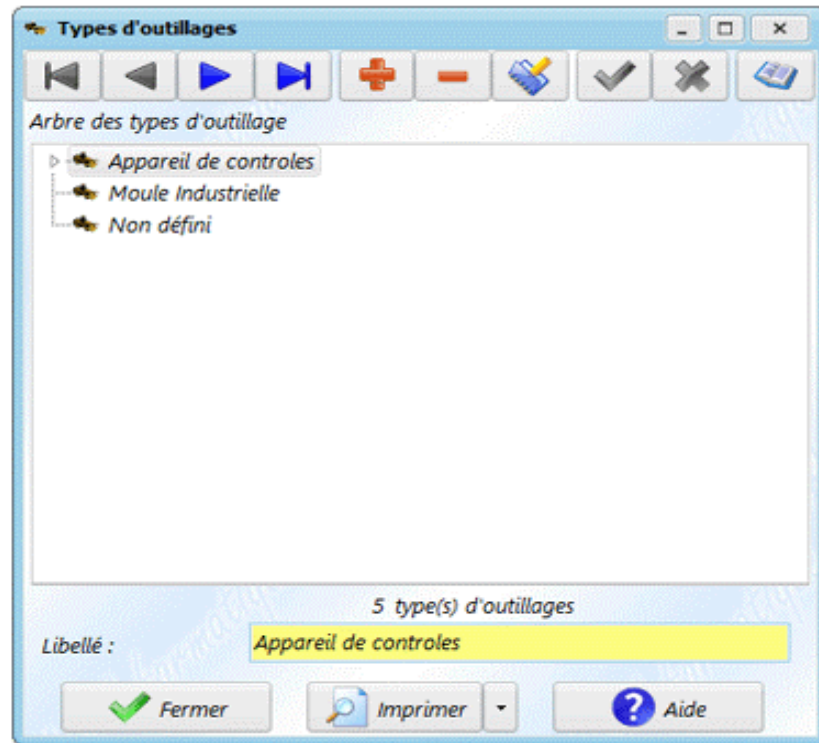
Creating an element creates a tool type at the same level as the one selected; a subelement creates a new branch under the selected element. It is also possible to modify the position of a type of tool in the tree structure, by selecting an element then moving it with the mouse.

Use:

- In the definition of tools.
- In reports.
- In filters for preventive, corrective and improvement sheets.
- For searching for tools

V.2.4.3 Uses of tools

The tool usage screen allows you to define the different reasons for using a tool.

Usages are useful in tooling, when you report a tooling usage.

- It is possible to create up to 10 levels of depth. However, it is recommended not to exceed 3 or 4 levels, so as not to complicate the search for tools.
- Deleting a cause is only possible if no use has been made with this cause.
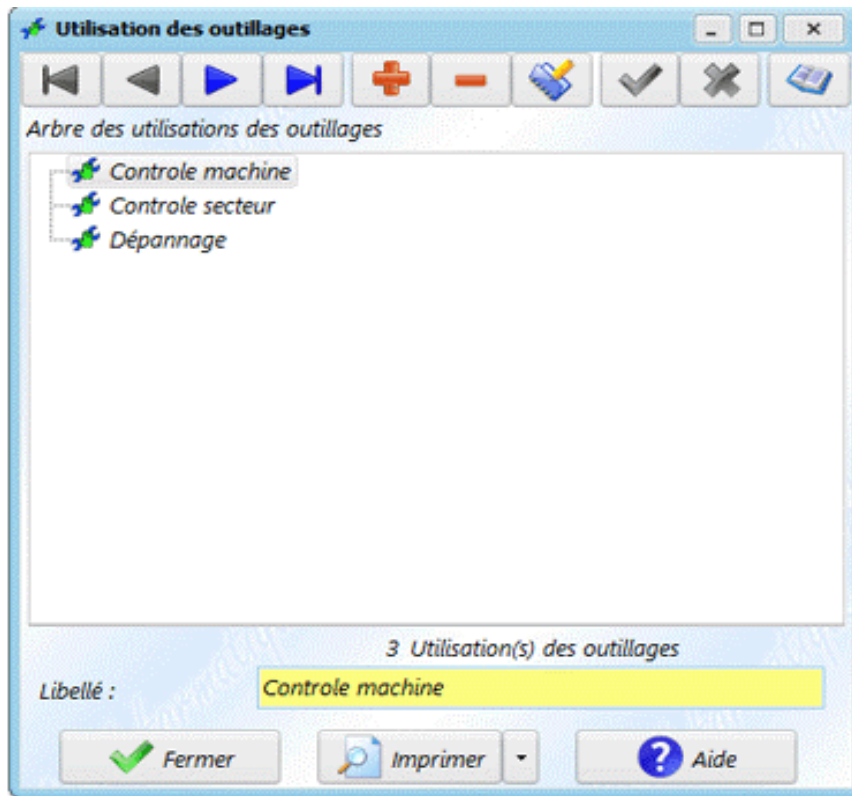
Tooling can be managed in the ManageMaint application. Just like machines, they define an element likely to undergo maintenance intervention. The tooling is assigned to a sector and a tool type.

A tool is an element that can be used to carry out an intervention on a machine; and you can also carry out maintenance work on tools.

The list of tools can be displayed in 2 ways:

- **Tool list:** the tools are displayed in a table, with the various information concerning the tools.
- **Tool tree:** display in the form of a tree, with the location of each tool in the sectors (or at customers if ManageMaint is configured to be used for customers).

He You can switch from one view to another at any time. When the tree view is activated, you must select a tool in the tree to be able to view the information on the other tabs.