



## Pentad Systems CMMS

### Logging In

1. Open up Internet Explorer. In the address bar, type in the address to your Pentad Systems Module and hit the Enter key.
2. Type in your Username and Password and click .



### Login

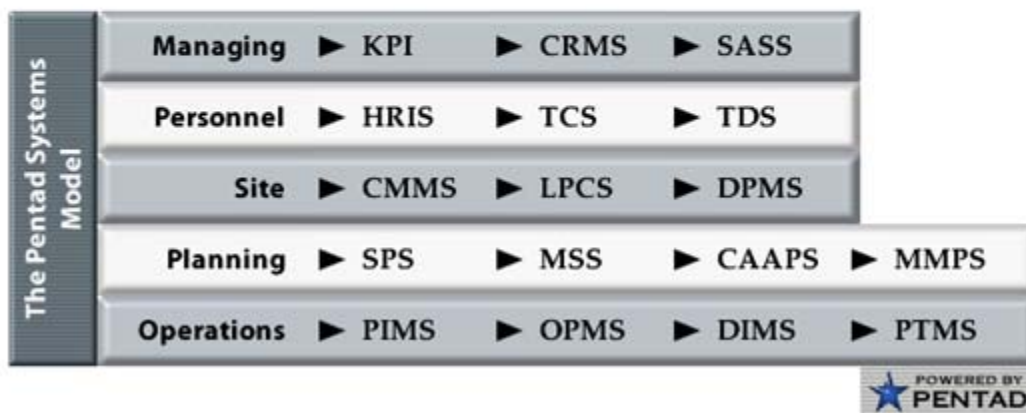
USER:

PASSWORD:

3. This will bring you to the Systems Menu:



### Systems Menu





## Pentad Systems CMMS Module Using the CMMS

1. Next to , click on :



### Computerized Maintenance Management System Main Menu





## Pentad Systems CMMS Module

### Using the CMMS


### Adding Equipment

1. Select  :



#### Equipment Tree Module Main Menu



2. To the Top Right in the Menu Bar, click  :



#### Equipment Tree Module Administration



3. Next to **Equipment Tree**, click on .

#### Adding To Equipment Tree

1. TITLE OF OBJECT:	<input type="text"/>
2. EQUIPMENT NUMBER (USED WITHIN COMPANY):	n/a <input type="text"/>
3. EQUIPMENT TREE LEVEL:	-- Choose -- <input type="text"/>
4. TREE SUB-LEVEL (1=DEFAULT):	1 <input type="text"/>
5. PARENT:	<input type="text"/>
6. CATEGORY:	<input type="text"/>
7. COMPONENT:	<input type="text"/>
8. COST:	\$ 0 <input type="text"/>
9. ACQUISITION DATE:	1/1/03 <input type="text"/>
10. SEQUENCE WITHIN LEVEL:	<input type="text"/>
<input type="button" value="INSERT"/>	



- Type in a Title of the piece of Equipment that you are adding. If there is an Equipment Number, enter that in as well.
- Next to Equipment Tree Level, select the Drop-Down List and choose a Level that the new piece of Equipment will fall under.

TITLE OF OBJECT:

USED WITHIN COMPANY: n/a

EQUIPMENT TREE LEVEL: -- Choose --

TREE SUB-LEVEL (1=DEFAULT): -- Choose --

5. PARENT: Corporation

6. CATEGORY: Division

7. COMPONENT: Location

8. COST: Department

ACQUISITION DATE: Area

EQUIPMENT WITHIN LEVEL: System

Sub-System

Equipment

Component

Part

**INSERT**

#### Adding To Equipment Tree

1. TITLE OF OBJECT:

2. EQUIPMENT NUMBER (USED WITHIN COMPANY): n/a

3. EQUIPMENT TREE LEVEL: Equipment

4. TREE SUB-LEVEL (1=DEFAULT): 1

5. PARENT: Eq:96 chevy, Rolling Stock

6. CATEGORY: Press Eqpt

7. COMPONENT:

8. COST: \$ 0

9. ACQUISITION DATE: 1/1/03

10. SEQUENCE WITHIN LEVEL:

**INSERT**

- The Sub-Level is the Level at which the Equipment will fall under. The default is 1 (one).
- Select a Parent that the Equipment will fall under. There are several levels of Parents, each of which are denoted with Eq: (equipment), Su: (Sub-Equipment), Sy: (System), etc.
- Select a Category that the Equipment will fall under.
- If you selected the Equipment Tree Level to be Component, then the Component Drop-Down List will be activated, and you will be able to choose the Component that you wish to add to the Equipment Tree.



### Adding To Equipment Tree

1. TITLE OF OBJECT:	<input type="text"/>
2. EQUIPMENT NUMBER (USED WITHIN COMPANY):	n/a <input type="text"/>
3. EQUIPMENT TREE LEVEL:	Component <input type="text"/>
4. TREE SUB-LEVEL (1=DEFAULT):	1 <input type="text"/>
5. PARENT:	Eq:Hydraulic System, Press #1 <input type="text"/>
6. CATEGORY:	<input type="text"/>
7. COMPONENT:	Arm, Wagon <input type="text"/>
8. COST:	\$ 0 <input type="text"/>
9. ACQUISITION DATE:	1/1/03 <input type="text"/>
10. SEQUENCE WITHIN LEVEL:	<input type="text"/>
<input type="button" value="INSERT"/>	

10. Type in a Cost if it is applicable, the Acquisition Date (when you entered it into the system), and the Sequence that the Equipment falls under.
11. When you are finished, click  to insert the piece of equipment.