



## 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

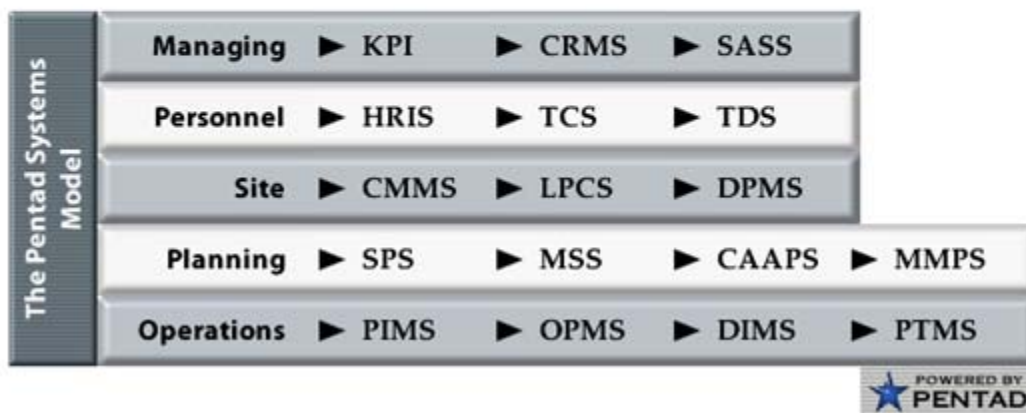
USER:

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





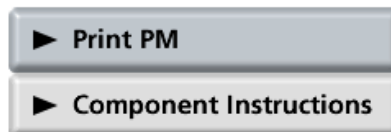
## Pentad Systems CMMS Module


Using the CMMS  
Adding a Preventative Maintenance Job

1. Select :



### Preventative Maintenance Module Main Menu



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



### Preventative Maintenance Module Administration

PM Details	<a href="#">DISPLAY</a>	<a href="#">ADD NEW</a>	<a href="#">EDIT</a>	<a href="#">DELETE</a>
PM Freq	<a href="#">DISPLAY</a>	<a href="#">ADD NEW</a>	<a href="#">EDIT</a>	<a href="#">DELETE</a>
Components	<a href="#">DISPLAY</a>	<a href="#">ADD NEW</a>	<a href="#">EDIT</a>	<a href="#">DELETE</a>
PM Jobs	<a href="#">DISPLAY</a>	<a href="#">ADD NEW</a>	<a href="#">EDIT</a>	<a href="#">DELETE</a>
Code Headings	<a href="#">DISPLAY</a>	<a href="#">ADD NEW</a>	<a href="#">EDIT</a>	<a href="#">DELETE</a>
Codes	<a href="#">DISPLAY</a>	<a href="#">ADD NEW</a>	<a href="#">EDIT</a>	<a href="#">DELETE</a>

3. Next to **PM Jobs**, click on .



### Adding PM Jobs By Component

Component Name  
-- Choose --

Start Over

4. Choose the Component Name that you wish to add a PM job to.

### Adding PM Jobs By Component

Component Name      Component Type  
Test      -- Choose --

Start Over

5. Select the Component Type that you are adding to.

### Adding PM Jobs By Component

Component Name      Component Type  
Test      Component Test

#### Component Information

ID	FUNCTION	FAILUREMODE	FAILURE MECHANISM	RECOMMENDED ACTIONS	GENERIC?
1132	PM	PM	PM	PM	N

#### PM Jobs for this Component

JOB ID	JOB TYPE	CRAFT	NOTES
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1. Choose Job Type: Service

2. Choose Craft: Mechanical

3. Notes: n/a

**INSERT**

Start Over

6. Choose the Job Type (for PM's, it is usually Service), the Craft (Mechanical for PM's), and any Notes that you desire, and click **INSERT**.

Your data has been received!

Start Over

7. Click again on **PMM Admin Menu** at the top right of the Menu Bar.



### Preventative Maintenance Module Administration

PM Details	DISPLAY	ADD NEW	EDIT	DELETE
PM Freq	DISPLAY	ADD NEW	EDIT	DELETE
Components	DISPLAY	ADD NEW	EDIT	DELETE
PM Jobs	DISPLAY	ADD NEW	EDIT	DELETE
PM Meters	DISPLAY	ADD NEW	EDIT	DELETE
Codes			EDIT	

8. Next to **PM Details**, click **ADD NEW**.

### Adding PM Details

Component Name:

9. Select the Component Name that you created from first the Drop-Down list.

### Adding PM Details

Component Name:  Component Type:

10. Select the Component Type you created from the second Drop-Down list.

### Adding PM Details

Component Name:  Component Type:  PM Job:

11. Select the PM Job you created from the third Drop-Down list.



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**Adding PM Details**

Component Name:  Component Type:  PM Job:

Instruction for this PM Job

L	INSTRUCTION	FOLLOW-UP	LEVEL
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1. Line #:   
2. Instruction:   
3. Follow-Up Instructions, etc.:   
4. Skill Level:   
**INSERT**

12. For the first Detail, add the Instructions and any follow up Instrucions you may have. For the skill level, choose Inspect, Clean, Lubricate, Adjust, or repair. When you are finished, click **INSERT**.

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**Adding PM Details**

Component Name:  Component Type:  PM Job:

Instruction for this PM Job

L	INSTRUCTION	FOLLOW-UP	LEVEL
1	Clean out control panel.		Inspect

1. Line #:   
2. Instruction:   
3. Follow-Up Instructions, etc.:   
4. Skill Level:   
**INSERT**

13. For every subsequent Detail, make sure to change the Line # from 1 to 2, then 3, 4, etc. until you are finished adding the details.