

Pentad CMMS Manual

Part 1: Adding a Work Order



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

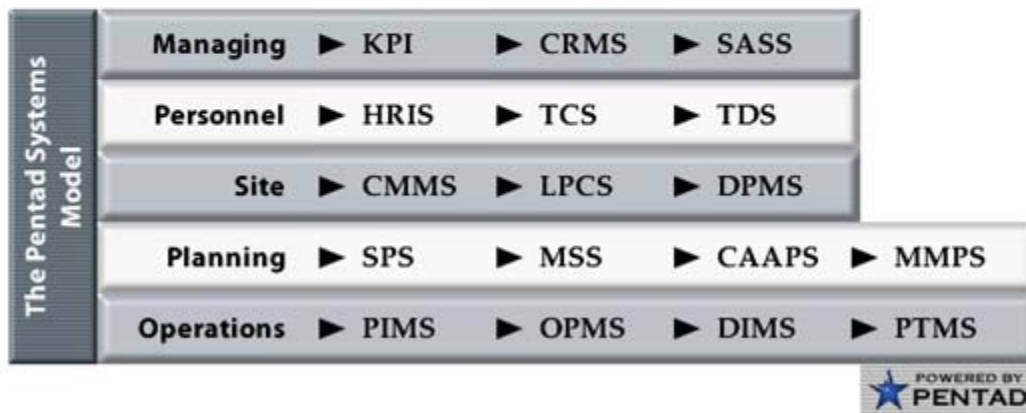
USER:

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 Work Order

1. Select :



Work Order Module Main Menu

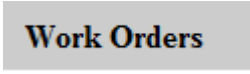



2. To the Top Right in the Menu Bar, click :



Work Order Module Administration



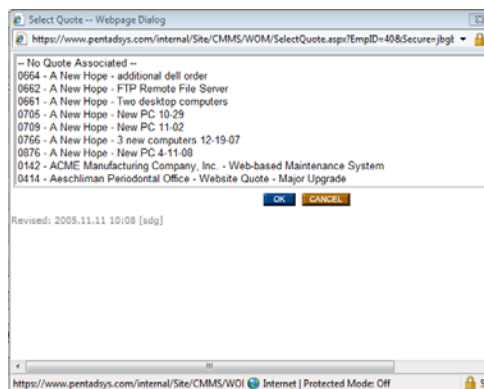
3. Next to , click on .



Enter Work Order

QUOTE <input type="text"/> <input type="button" value="SEARCH"/>	COMPANY -- Choose --
SOURCE Customer	TITLE <input type="text"/>
PROGRESS STATUS Ready To Schedule	Details & History
PAY STATUS Unpaid	BACKGROUND <input type="text"/>
PRIORITY Normal	PROBLEM DEFINITION <input type="text"/>
TYPE Discovery	PROPOSED SOLUTION <input type="text"/>
INVOICE NUMBER 0	SPECIAL INSTRUCTIONS <input type="text"/>
CRAFT Engineering - Programming	
DATE OPENED 05/06/2008	
PLANNED DUE DATE 05/06/2008	
ESTIMATED HOURS <input type="text"/>	
CONTACT Barnes, Mark	
<input type="checkbox"/> OFF-HOURS SERVICE?	
<input type="button" value="ADD"/>	<input type="button" value="EDIT"/>

4. Left Pane: If there is a Quote that is associated with the Work Order, either type in the Quote Number or click .
*Clicking Search will display a pop-up window where you can select the Quote.





Select the Source that the Work Order is for (Customer or Internal), a Progress Status, Pay Status, Priority, Type, Invoice Number (if applicable), and a Craft.




Type in the Opening Date of the Work Order (if not already filled in), the Planned Due Date, and Estimated hours.

Then select a Contact for the Work Order and whether or not it is Off-Hours Service.

5. Right Pane: Select a Company from the Drop-Down list that you are creating the Work Order for. Type in the Title, Background, Problem Definition, Proposed Solution, and Special Instructions (required).
6. When you are finished with the details of the Work Order, click **ADD**.



7. Click **COMPLETE** to go to the Editing Page for the Work Order.

Work Order #4926 – Alcoa - Warrick **COPY WORK ORDER**   

CUSTOMER Alcoa - Warrick

TITLE Test

QUOTE – No quote – **SEARCH**

SOURCE Customer

SYSTEM New - Unlisted

MODULE New Items

CRAFT Engineering - Programming

TYPE Discovery

PRIORITY Normal

PROCESS STATUS Ready To Schedule

PAY STATUS Unpaid

ESTIMATED HOURS QUOTED INVOICE #

DATE OPENED PLANNED COMPLETION DATE CLOSED

OFF-HOURS SERVICE?

CONTACTS -- Choose Contact -- **ADD**
Peterson, Diana

UPDATE WORK ORDER

DETAILS & HISTORY **REFRESH**

DATE	USER	DETAILS	ACTION
2008.05.06	Diana	BACKGROUND	
		Test	
2008.05.06	Diana	PROBLEM DEFINITION	
		Test	
2008.05.06	Diana	PROPOSED SOLUTION	
		Test	
2008.05.06	Diana	SPECIAL INSTRUCTIONS	
		Test	