



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

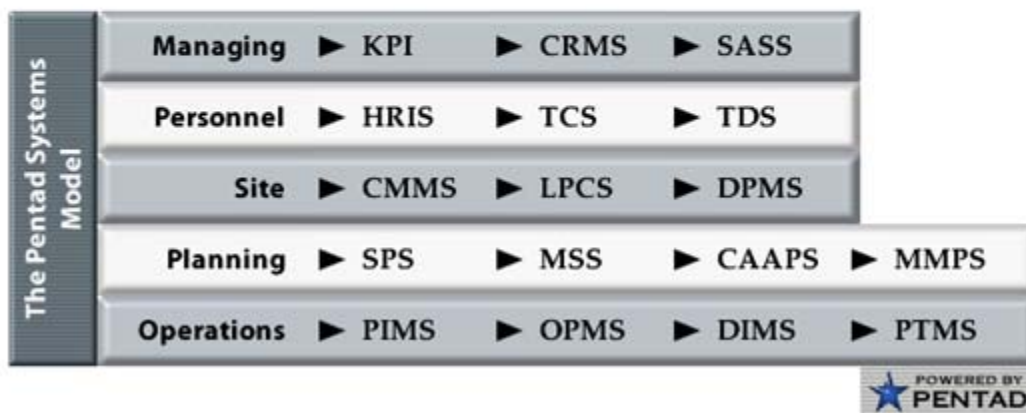
USER:

PASSWORD:

3. This will bring you to the Systems Menu:



Systems Menu





Pentad Systems CMMS Module Using the CMMS

1. Next to **Site**, click on **▶ CMMS**:



Computerized Maintenance Management System Main Menu





Pentad Systems CMMS Module


Using the CMMS Closing a Work Order

1. Select  :



Work Order Module Main Menu

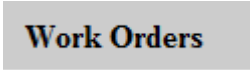


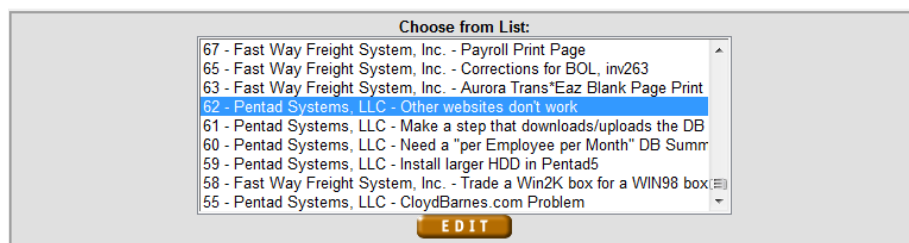
2. To the Top Right in the Menu Bar, click  :



Work Order Module Administration



3. Next to , click on  .
Edit Work Order





4. Select a Work Order from the list and click

EDIT

Pentad Systems, LLC

WORK ORDER ID: **62** QUOTE: -- No associated quote -- **SEARCH**

COPY WORK ORDER **COPY**

TITLE: Other websites don't work

CUSTOMER: Pentad Systems, LLC

SYSTEM: Tool Box

MODULE: Mimic Maker

DETAILS & HISTORY

NOTES: Background
12/15/2005 11:23:16 AM
IMAGES: Johnson, Aaron R
REFRESH Closing work order. Not relevant at this time. Will have status of Cancel.

SOURCE: Internal

STATUS CODE: Canceled

PAY STATUS CODE: No Charge

INVOICE NUMBER: 0

TYPE CODE: Bug Fix

DATE OPENED: 1/2/2005

PRIORITY CODE: Normal

CRAFT CODE: Engineering - Programming

ESTIMATED HOURS: 4

QUOTED \$: 0

PLANNED COMPLETION DATE: 1/2/2005

CONTACT: -- Choose -- **ADD**

SERVICE TYPE

- Major Change
- Minor Change
- Database
- Report
- Screen
- Graphics
- New Module
- Code Maintenance

UPDATE

5. Next to Status Code, click on the Drop-Down List and select Completed.

6. Underneath the Status Code, a Date Closed/Completed will appear with today's date. Change the Date if the Work Order was closed at a previous Date.



SOURCE	Internal
STATUS CODE	Completed
DATE CLOSED/COMPLETED	05/06/2008
PAY STATUS CODE	No Charge
INVOICE NUMBER	n

7. Click on **UPDATE** to save the changes.

UPDATE

-- Successfully Updated --