



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

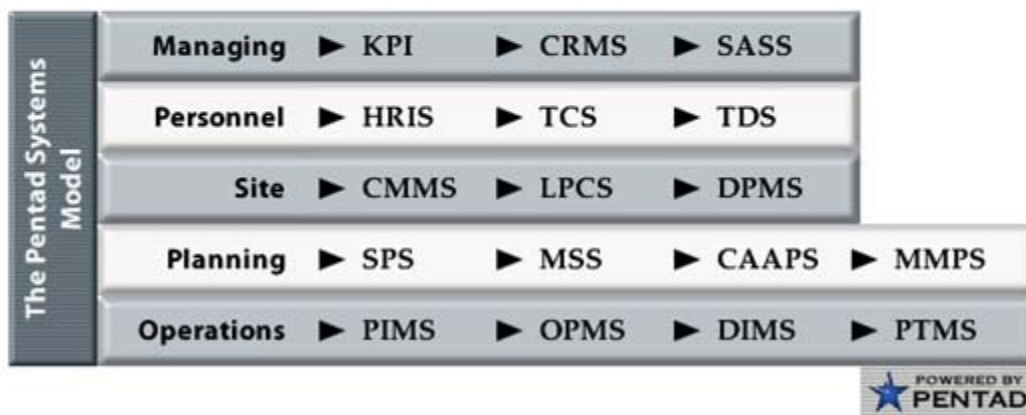
USER:

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
Editing a Work Order

1. Select  :



Work Order Module Main Menu

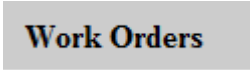


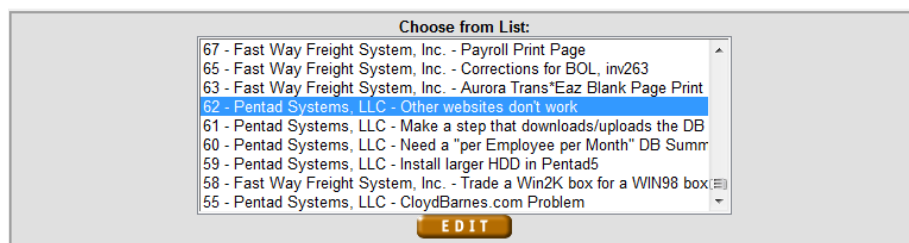
2. To the Top Right in the Menu Bar, click  :



Work Order Module Administration



3. Next to , click on  .
Edit Work Order





4. Select a Work Order from the list and click



Pentad Systems, LLC

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

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 --

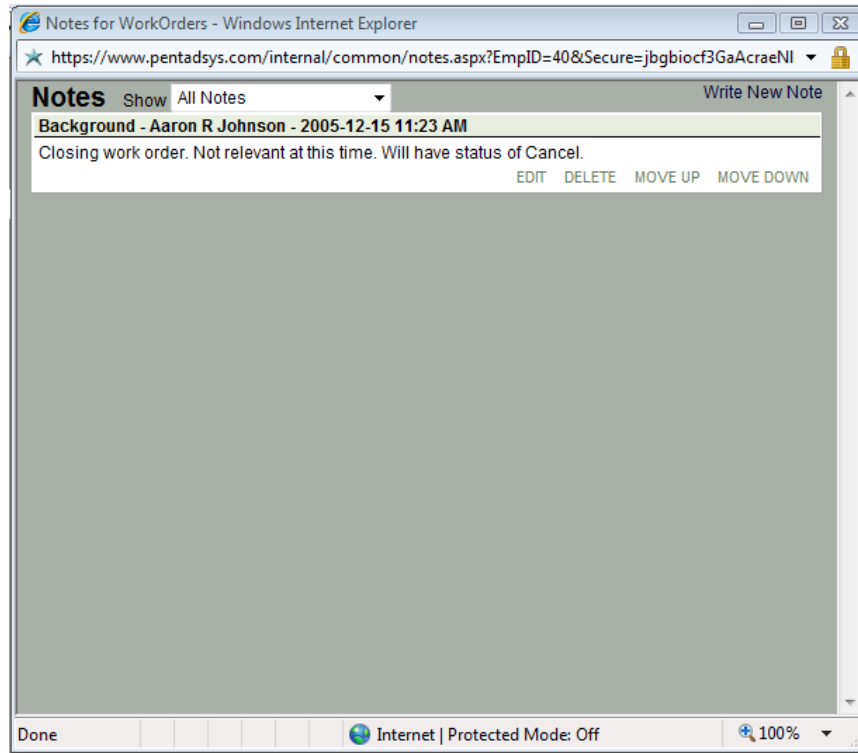
SERVICE TYPE

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

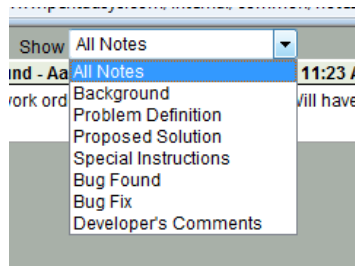
5. Here, you can edit the details of the Work Order. The Editing Page allows you to edit all aspects of the work order that you entered initially while creating the Work Order, including the Associated Quote, Title, Customer, System, Module, Source, Status, Pay Status, Invoice Number, Type, Date Opened, Priority, Craft, Estimated Hours, Quoted \$, Planned Completion Date, Add a Contact, and Service Type.




6. You can also edit the Notes of the Work Order by clicking  next to the Details and History box. This will display a pop-up of the Notes for the Work Order:




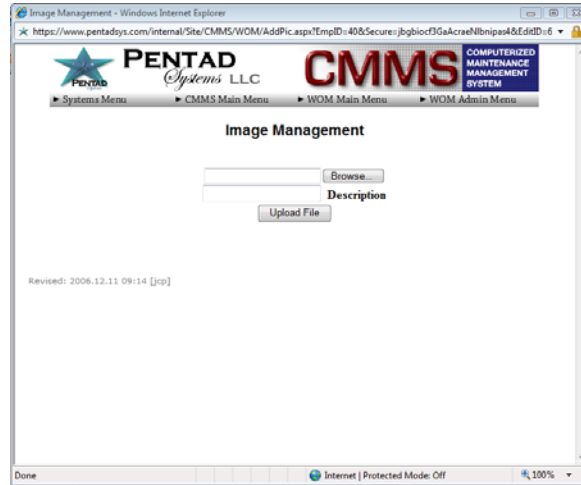
Here, you can Write a New Note, Edit any note that was created previously, Delete a Note, or move the Order of the notes (UP/DOWN). To filter the notes, you can click on the Drop-Down list next to Show and select what you would like to display:

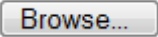


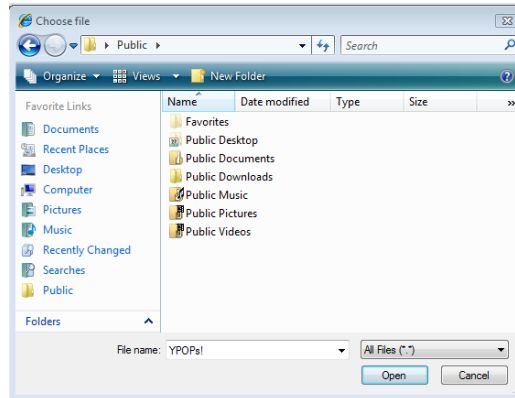
When you are finished editing the notes, you can click the  in the top right-hand corner of the pop-up to be taken back to the Edit Quote page.



7. To attach or edit the Images/Documents associated with the work order, click on  next to the Details and History box. This will display a pop-up of the Images/Documents for the Work Order:



Here, you can upload an Image/Document to the Work Order. Click on  to find an Image/Document from your computer to upload.



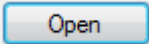
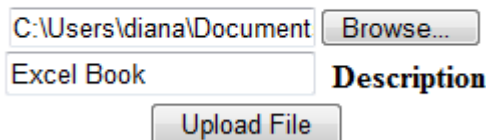
When you have found the Image/Document you wish to upload to the Work Order, click .

Image Management





Type in a Description of the Image/Document and click

Upload File

Image Management

Browse...

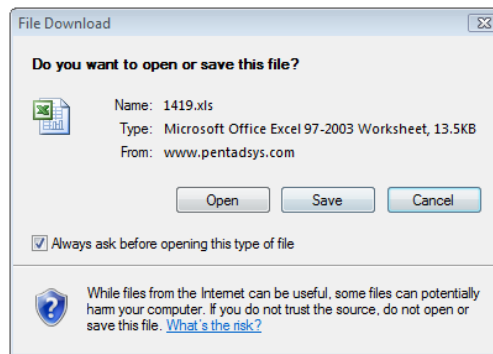
Description

Upload File

Upload Successful!

SPEC	DESCRIPTION	VIEW	DELETE
1	Excel Book	VIEW	

After adding an Image/Document you can either View it by clicking **VIEW** and Opening or Saving the Image/Document:



Or Delete the Image/Document by clicking next to the Image/Document you wish to Delete:

Image Management

Browse...

Description

Upload File

File Deleted

Click on the in the top Right-Hand corner to be taken back to the Edit Work Order Screen.

- When you are finished editing the Work Order, click on **UPDATE** at the bottom of the page.

