



Pentad Systems OPMS

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

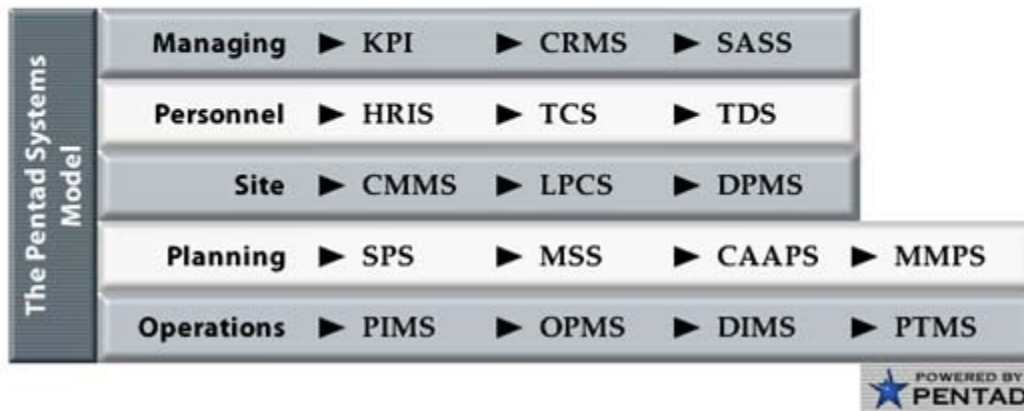
USER:

PASSWORD:

3. This will bring you to the Systems Menu:



Systems Menu





1. Log into your Pentad Management System

The Pentad Systems Model

System Administration

Systems Menu

The Pentad Systems Model	Managing ▶ KPI ▶ CRMS ▶ SASS
	Personnel ▶ HRIS ▶ TCS ▶ TDS
	Site ▶ CMMS ▶ LPCS ▶ DPMS
	Planning ▶ SPS ▶ MSS ▶ CAAPS ▶ MMPS
	Operations ▶ PIMS ▶ OPMS ▶ DIMS ▶ PTMS

POWERED BY PENTAD

Kathy Veach, you are logged in.

LOGOUT

2. Click on “OPMS” in the Systems Menu

Operational Procedures Management System Main Menu

▶ Job Certification

▶ Procedure Reports

▶ Audit Tracking

3. Click on “Job Certification” at the top of the menu.

Job Certification Module Main Menu

▶ Display Procedure

▶ Add Procedure

▶ Display Procedure Step

▶ Add Procedure Step



4. Select "Display Procedure"

PENTAD Systems LLC **OPMS** OPERATIONAL PROCEDURES MANAGEMENT SYSTEM

► Systems Menu ► OPMS Main Menu ► JCM Main Menu ► **JCM Admin Menu**

Add a New Procedure

PREPARED BY: Standlee, Dusty
JOB: Press #2 Operations
TITLE: _____
PURPOSE: _____
SCOPE: _____

ADD

5. In the Menu that displays, select "JCM Admin Menu" at the top right corner of the screen.

PENTAD Systems LLC **OPMS** OPERATIONAL PROCEDURES MANAGEMENT SYSTEM

► Systems Menu ► OPMS Main Menu ► JCM Main Menu ► JCM Admin Menu

Job Certification Module Administration Menu

Procedures	DISPLAY	ADD NEW	EDIT	DELETE
Steps	DISPLAY	ADD NEW	EDIT	DELETE
Codes			EDIT	

6. The menu above will be displayed. Select "Edit" in the Codes section of the menu.



Edit Codes

Code Headings				Codes	
<input type="text"/>				<input type="button" value="ADD HEADING"/>	
#	DESCRIPTION	EDIT	UP	DN	
22	Equipment Tree Level	<input type="button" value="EDIT"/>	<input type="button" value="▲"/>	<input type="button" value="▼"/>	-- Choose -- -- Choose -- Equipment Tree Level Equipment Category Equipment Specifications Craft PM Job Types Craft Skills Labor Code Shift Hire Status Pay Status Pay Period Marital Status WO Type WO Status WO Priority WO Source PM Status OPMS Jobs PM Service Types
23	Equipment Category	<input type="button" value="EDIT"/>	<input type="button" value="▲"/>	<input type="button" value="▼"/>	
24	Equipment Specifications	<input type="button" value="EDIT"/>	<input type="button" value="▲"/>	<input type="button" value="▼"/>	
25	Craft	<input type="button" value="EDIT"/>	<input type="button" value="▲"/>	<input type="button" value="▼"/>	
29	PM Job Types	<input type="button" value="EDIT"/>	<input type="button" value="▲"/>	<input type="button" value="▼"/>	
33	Craft Skills	<input type="button" value="EDIT"/>	<input type="button" value="▲"/>	<input type="button" value="▼"/>	
43	Labor Code	<input type="button" value="EDIT"/>	<input type="button" value="▲"/>	<input type="button" value="▼"/>	
73	Shift	<input type="button" value="EDIT"/>	<input type="button" value="▲"/>	<input type="button" value="▼"/>	
46	Hire Status	<input type="button" value="EDIT"/>	<input type="button" value="▲"/>	<input type="button" value="▼"/>	
55	Pay Status	<input type="button" value="EDIT"/>	<input type="button" value="▲"/>	<input type="button" value="▼"/>	
52	Pay Period	<input type="button" value="EDIT"/>	<input type="button" value="▲"/>	<input type="button" value="▼"/>	
49	Marital Status	<input type="button" value="EDIT"/>	<input type="button" value="▲"/>	<input type="button" value="▼"/>	
69	WO Type	<input type="button" value="EDIT"/>	<input type="button" value="▲"/>	<input type="button" value="▼"/>	
58	WO Status	<input type="button" value="EDIT"/>	<input type="button" value="▲"/>	<input type="button" value="▼"/>	
62	WO Priority	<input type="button" value="EDIT"/>	<input type="button" value="▲"/>	<input type="button" value="▼"/>	
66	WO Source	<input type="button" value="EDIT"/>	<input type="button" value="▲"/>	<input type="button" value="▼"/>	
70	PM Status	<input type="button" value="EDIT"/>	<input type="button" value="▲"/>	<input type="button" value="▼"/>	

- Click on the Drop-Down list that displays to the right under "Codes", and select "OPMS Jobs" from the list.

				Codes	
<input type="text" value="OPMS Jobs"/>				<input type="text" value="Safety"/>	
<input type="button" value="ADD OPMS JOBS"/>					
#	DESCRIPTION	EDIT	UP	DN	DEL
147	Press #2 Operations	<input type="button" value="EDIT"/>	<input type="button" value="▲"/>	<input type="button" value="▼"/>	<input type="button" value="X"/>

- Type in the name of the Job you would like to add in the text box above, and click "Add OPMS Jobs"



Job Certification Module Main Menu

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- When you are finished adding your Job, go back to the Job Certification Module Main Menu and click "Add Procedure".



Add a New Procedure

PREPARED BY	Houtz, Scott
JOB	Safety
TITLE	Check and Refill Eye Wash Stations
PURPOSE	Safety Pledge for monitoring and keeping in great working order each safety eye wash station in the plant.
SCOPE	Each eye wash station in the plant.

ADD

- Select the Person that is Preparing the Job, and select your Job from the Drop-Down List (it will be the title of the Code that you entered). Type in a Title, Purpose, and Scope for the Procedure. When you are finished, click "Add".



Job Certification Module Main Menu



- Go back to the Job Certification Module Main Menu and select "Add Procedure Step".



Job Certification Module

SELECT JOB

SELECT PROCEDURE

12. Select the Job you entered in step 8 from the first Drop-Down list, then select the Procedure you entered in step 10 from the second Drop-Down list.

SELECT PROCEDURE

PROCEDURE	DESCRIPTION	REVISIONS	REPORTS
JOB: Safety TITLE: Check and Refill Eye Wash Stations	PURPOSE: Safety Pledge for monitoring and keeping in great working order each safety eye wash station in the plant. SCOPE: Each eye wash station in the plant.	REVISION: 0 REV DATE: 4/24/2008 9:33:50 AM PREPARED BY: Houtz CREATION DATE: 4/24/2008 9:33:50 AM	

STEP	SAFETY	CERTIFICATION
STEP: Check that water flows from eye wash spray	HAZARD(S): Dirt particles being ejected into the face of the person checking the station	QUESTION: When checking the water pressure of an eye wash station, where should you stand?
EXPLANATION: Water must be connected and flow at the correct pressure for the eye wash station to adequately flush a person's eyes.	POSSIBLE ACCIDENTS: Dirt particle in the face or eyes	ANSWER: Stand off to the side and not in the direct path of the water.
	CONTROL METHOD(S): Stand to the side when pressing the trigger	
<input type="button" value="ADD"/>		

13. The screen shown above will be displayed. Type in the Step, Explanation, Hazards, Possible Accidents, Control Methods, Question, and Answer in each of the respective text boxes. When you are finished, click "Add".
14. Repeat step 13 for each Job step you are entering into the system.