

Getting Started with CWorks

First and foremost, thank you for download this software.

What is the point of having software without a concise guide that will help you get started? That is why we at CWorks emphasize on lending our hand to help you get started with our CMMS.

To your surprise after going through this guide, you will realize there is actually not much to it, a bit of effort for a better implemented system that is functional and complete. More than meets the eye? Well, follow me step by step and you will see why.

Step 1 - Setting Up Your Masters.

Why do I need to do this? You might ask. Well, this is going to be the structure from which your system works upon. The masters module is like a spine, the central module filled up with all necessary data for a smoother usage of the CMMS software. It enables you to keep list and unique data that in the log run helps you in saving time from keying again and avoiding typo data.

By using CWorks, you will be able to enter all your data you would need into such as below:

- i) Departments (Main Office, Account Department...etc)
- ii) Failure Codes (Lack of lubrication, Loose Bolts, Short Circuits..etc)
- iii) Asset Categories (Electrical Appliances, Office Automation...etc)
- iv) Supplier / Contractors
- v) Assets (Any maintainable item on your organization can be considered an asset)
- vi) Locations
- viii) Employee/ Requestors
- ix) MISC (Work Priority, Work Status, Work Type...etc)

When setting up the codes for Masters, please ensure to keep them on formats that are easily understood by anyone on the organization. The key is to make the simple layman understand the basic startup data for the system.

Step 2 - Prevention is better than Cure. (Planned Maintenance)

I'm sure you heard about the above term before. This is what we firmly believe in that the role of a CMMS is to prevent something from happening before it happens. By using CWorks CMMS, we have come up with a very user friendly setup for PREVENTIVE MAINTENANCE.

How you do this is by creating the TASK LIST first. One might ask what a Task List is. It is actually steps and procedures to carry our planned maintenance work. Let me provide you with a simple example.

PM TASK = 3monthly Maintenance for my Vehicle

- 1) Change the Engine Oil
 - 2) Change the Oil Filter
 - 3) Check on the Condition of Spark Plugs, Replace if necessary.
 - 4) Check the condition of Air Filters, replace if necessary.
- Etc....

Once the task lists have been set, the next thing to do is to create a PM Schedule. Over here you are able to setup a PM Schedule based on fixed time intervals. All you need to do is to setup a PM based on an Asset or a Maintainable Location. Attach the relevant task and set the frequency and start dates for it to appear. That is it in three simple steps. In summary as below;

(a) Determine PM for Asset or Location → (b) Attach Task List → (c) Frequency And Start Dates

New PM Schedule

PM Schedule

PM No: PMV2008A PM Name: Maintenance for TVB Van Work Type: Preventive Work Trade: Mechanical

PM by: Asset Location

Asset: Asset No: TVB2234 Location No: WH5798

Physical Location: Location No:

Next PM Generation Type: Schedule Actual

Task No: 3MV001 Frequency Unit: Months Frequency: 3 Days: 84 Work Period Days: 1

3 Monthly Vehicle Maintenance

Initiate Date: 01-Feb-08 Target Start Date: 25-Apr-08 Target Complete Date: 25-Apr-08 Next Start Date: 18-Jul-08

View PM Schedule

Save Close

Screenshot above shows a typical setup for a Vehicle Maintenance Plan

Step 3 - Keeping track of “Unplanned” Maintenance

As we are aware, nothing in this world is perfect and there is no way we can avoid work that require immediate attention. Emergencies and all sorts of ad hoc scenarios happen all the time in every organization. With CWorks CMMS, you would be able to track all these “unplanned” work that you have done.

The Work Order Module is set in place to help you handle, monitor and keep tabs on all work done by your maintenance team in your organization. All the details of work will be captured under the equipment history for future reference and process improvements.

Not every work is planned. That is why, with a proper “Planned” strategies as in Step 2, it would help you minimize your work done on “Unplanned” situations.

Step 4 - Reports

CWorks CMMS is a perfect analytical tool with precise reports based on the data captured by work orders, planned or unplanned. All historical data will be useful for you to fine tune your maintenance scheduling where in an ideal situation, you will have more “Planned” work than lesser headaches from “Unplanned” work.

CWorks CMMS comes with Charts and Graphs, useful tools that say a thousand words for you to upkeep the maintenance system in your organization.

Step 5 - Planning and Rescheduling

Based on Step 2 and research from Step 4, you might come across situation where redundancies occur. What is good with CWorks CMMS is that with the reports and historical data management, you are able to plan precisely and reschedule according to the feedback given to you by the comprehensive reports. All this will serve an integral tool for continuous improvement in your organization.

If you need to step up your PM for good maintainability, then you have the right resources to do so. Why I say this? It's because CWorks CMMS, comes with cost and labor tracking hours as well. Costs here are linked to the Parts used to carry out a work. You will know exactly where your are spending and you will also know that with a proper maintenance schedule, its only going to save your money in the long run.

There you go 5 steps that make things click for you. 5 simple steps and will go a long way in helping you reap the rewards you sow in terms of maintenance at your organization.

I trust that with the guidelines of getting started, you will know the role of CWorks CMMS in your organization and the part it can play in helping achieve a better way and concept of prolonging equipment life. CWorks is the answer

Summarization of How to fully benefit from CWorks CMMS

CWorks Steps for UPTIMING your Maintenance

PM →	Work Orders →	Reports
a) Set Up PM Task	a) Open Work Orders	a) Analytical Tool
b) Set Up Schedule for an Asset or Location Maintenance	b) Track who, what, where, why, when and how of each maintenance work	b) Good for budgeting purpose
c) Generate PM Work Orders	c) Allows prioritizing and categorizing work for easy planning	c) Fast screen based filter and search list reports for fast reporting