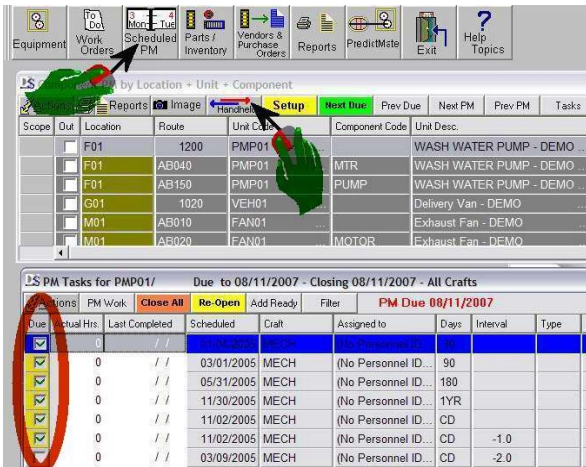
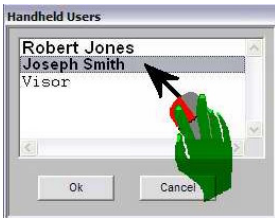
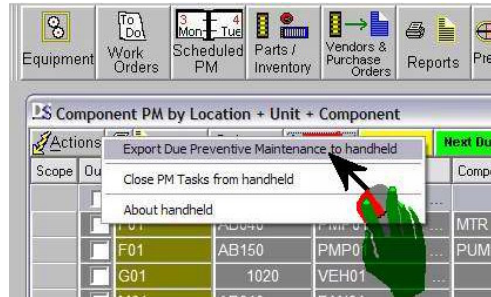


Preventive Maintenance by Handheld PDA

Work Orders

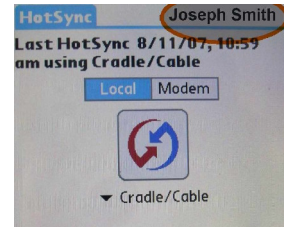
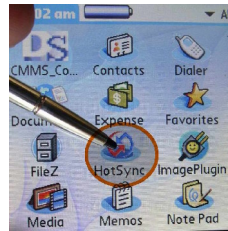


- 1) Press the Scheduled PM button. You can set a scope or tag records of equipment to export.
- 2) Press the Handheld button.
- 3) Select "Export Due Preventive maintenance to handheld". Note the "Due" preventive maintenance (PM) tasks. These tasks will be completed, done from the handheld.

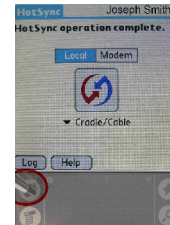


Select the handheld user. Each handheld has a name.

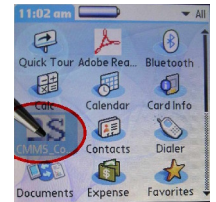
If you view the "HotSync" screen on the handheld, the name is displayed at upper right.



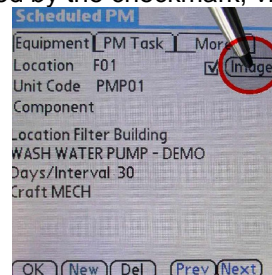
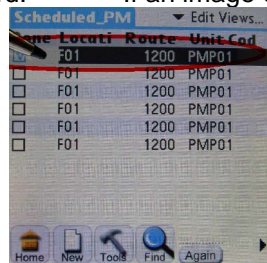
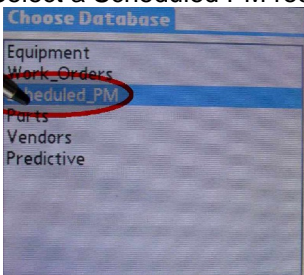
Now press the HotSync button on your handheld. HotSync Progress displays on the computer and the handheld.



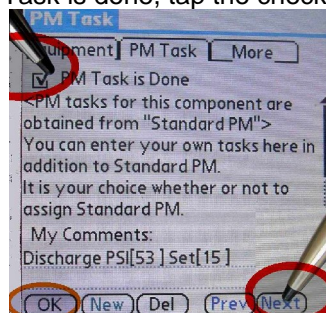
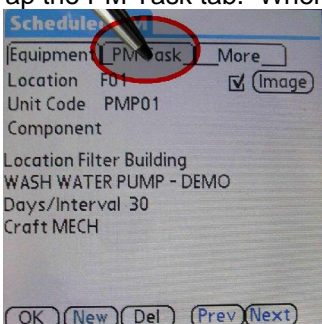
Go to CMMS Companion.



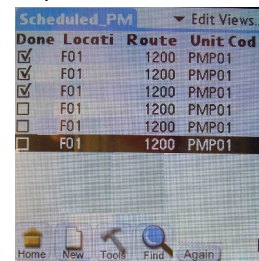
Select a Scheduled PM record. If an image exists, indicated by the checkmark, view the image. Tap X to return.



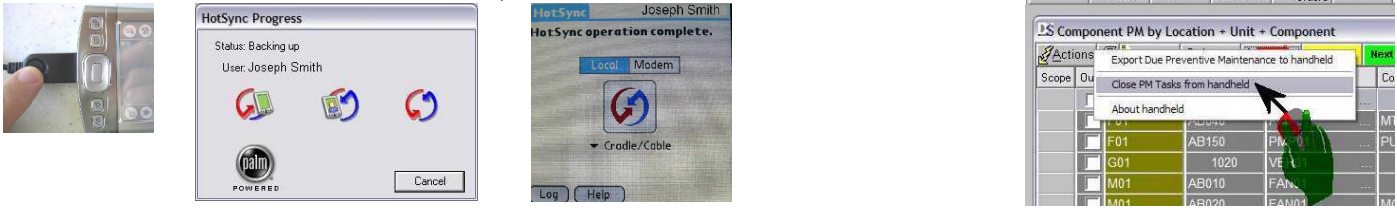
Tap the PM Task tab. When the PM Task is done, tap the checkmark. Tap "Next" to go to the next record.



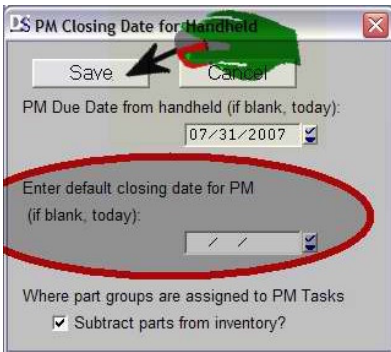
Tap "OK" to browse Scheduled PM.



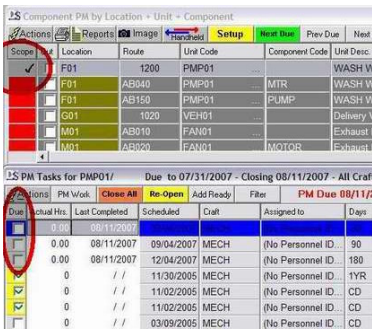
After PM tasks are done, return to the computer and press the HotSync button.
 From Scheduled PM, select "Close PM Tasks from Handheld".



Follow the prompts and select the same handheld user.



You might need to enter a closing date.
 This is the date that PM tasks were done.



Equipment records are tagged where PM Tasks are completed.

Notice the PM Tasks are not due.

Corrective Work Orders

The procedure for Corrective Work Orders is similar. Work Orders are completed, done by entering the date.

