

Basic Tutorials

Session 9 - Reports and Statistics (time: 5 minutes)

Assumptions

1. You have completed sessions 1 to 8.

Notes

1. The reports and statistics area is where all the data entered into comma CMMS gets compiled into easy to read charts and tables.
2. The information is presented in ways that make it easier to quickly check the compliance with Key Performance Indicators ("KPI") your company may have set to measure the performance of the maintenance department.
3. Every program release will add new statistical views, most of which come directly from suggestions/ needs of current users.
4. The reports and statistical section is currently under active development.

Proceed as Follows

1. Generate System Statistics

- Go to "Reports" → "Custom".
- Click the blue ">>" symbol in front of "Time Period". Click "Current Month" on the "Custom Time Period" window. Click anywhere outside the "Custom Time Period" window to dismiss it.
- On the "WO" tab, click the check box on all currently available reports.
- Click the "Generate" button at the bottom of the page.

You have generated the statistical data currently available on your account (probably a little incomplete for now as there is not much information available, but that will change as you go along using comma CMMS).

2. Some Comments

- The more detail you put into your data, the more rich the resulting statistical information will be (for example, if you have only specified one task type, all recorded working hours will be assigned to it and you are not able to

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distinguish between total time spent on electrical jobs from the total time spent on mechanical jobs).

- The quality of the information that gets added to the system is extremely important. For example, setting correct priorities in work orders will result on the proper assessment of the quality, among others, of your preventive maintenance efforts (you will want more “P4” preventive actions than “P1” emergency actions).
- **The key to optimizing your comma CMMS experience is to strike the perfect balance between the input of useful and quality data (in terms of the resulting statistical potential) and the extra day-to-day work that will require.**
- The following website is updated frequently and includes tips and best practices commonly used on equipment maintenance activities that may be useful when dealing with the statistical information provided by comma CMMS. (<http://commacmms.tumblr.com/>)

Status after Session 9

From procedural work flows to data analysis, your comma CMMS basic tutorial is almost complete.

Coming Next

Job Plans

Unique solution ID: #1037

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