



Comma CMMS

Maintenance Management at Your Fingertips

From Beginner to Expert in 90 Minutes

<https://commacmms.com>

Document notes:

1. Updated contact links at the end; updated links to SSL variant; spelling.
2. Outstanding: tutorial on use of check lists (feature available on version 2 and up); public demo currently at version 1.6.

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Introduction

Welcome to the comma CMMS introductory training sessions. If you are serious about the way you manage your equipment maintenance, we highly recommend you spend some time going through these sessions – it doesn't take long and the extra knowledge you get will allow you to take much more out of the software.

There are ten tutorial sessions on this document with hands-on training times ranging from 5 to 15 minutes. To explore the system on its most basic functions (also the most popular functions), you need only read until session 3. Sessions 4 to 10 are for advanced users.

For extra training options (on-site or remote over the internet), please contact us at info@commacmms.com or visit our site at commacmms.com.

From beginner to expert in 90 minutes

The following sessions are included on this document and are designed to be used hands-on with the free demo of comma CMMS from version 2 and up.

	Level	Topic	Duration
Session 1	Beginner	Set it Up	5 minutes
Session 2	Beginner	Asset Management	10 minutes
Session 3	Beginner	Work Order Workflow	10 minutes
Session 4	Intermediate	Preventive Maintenance - Recurring Work Orders	10 minutes
Session 5	Intermediate	Equipment	10 minutes
Session 6	Intermediate	Tools	5 minutes
Session 7	Advanced	Task Lists	10 minutes
Session 8	Advanced	Equipment, Tools and Task Lists on Work Orders	10 minutes
Session 9	Advanced	Reports and Statistics	5 minutes
Session 10	Advanced	Job Plans	15 minutes

Session 1 – Set it Up! (5 minutes)

Assumptions

1. Your organization has only one “Plant” (= premises) where most or all the assets you maintain are located. This can be each factory your company has, each restaurant you maintain or each building whose equipment you service.
2. Your organization has only one maintenance unit or department responsible for receiving and processing all maintenance job requests.

Notes

1. If you have more than one plant then replicate the steps described on the “Configure your Plant” section below.
2. Your default installation comes with a default plant (called “Plant 1”) and a default maintenance department (called “MTC”).
3. We will only edit the plant information and leave the department as is. You can edit the department information at a later stage.

Proceed as Follows

- **Configure your Profile:** go to “Logged in as ...” → “My Profile” on the top right of the screen. Select the “User Profile” tab on the “User Settings” page and set the information there.
- **Configure your Plant:** go to “Logged in as ...” → “Modules” and select the “Organization/ Plant/ Department” link. Select “Plant 1” from the drop down menu and let the information load.
 - Change the information under the “General Settings” section and click “Save”. The page will reload.
 - Select the plant you edited and change the “Plant Currency” if needed. Click “Save” at the bottom of the “Financial Settings” section (do not set the labor rates at this moment.) The page will reload.
- **Invite your Users:** go to “Logged in as...” → “Modules” and select the “Users” link.

- If you are just starting out with the professional version, you will have user quota available. If you are not using the professional version, skip the next steps.
- Enter the new user email address and leave all other options as they are. Click “Invite”.
- These new users will receive an email with registration instructions to join your organization's account.

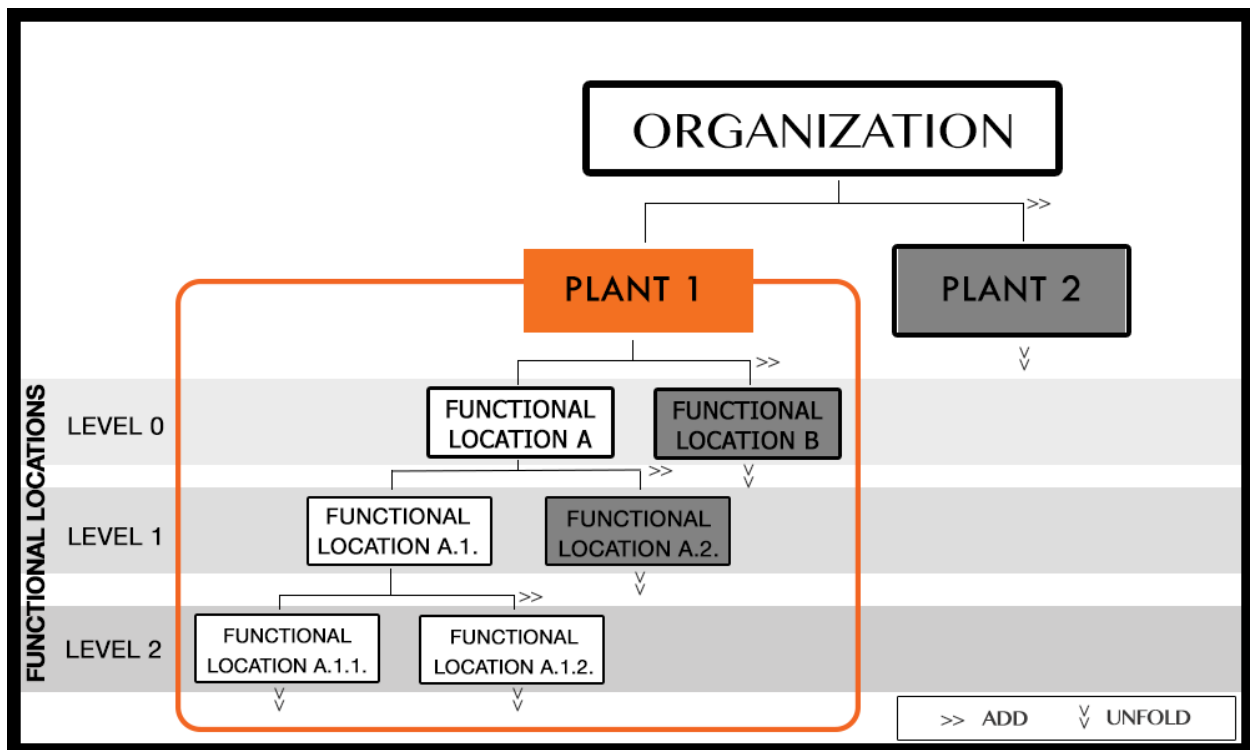
Status after Session 1

You have set up the organizational structure of your company.

Session 2 – Asset Management (10 minutes)

Notes

1. Your premises (=“Plant”) contain equipment (=“Assets”) that you need to maintain.
2. Each equipment is placed in a specific place of service (=“Functional Location”) or in storage.
3. Each “Plant” is divided into one or more main “Functional Locations”. These are “Level 0” functional locations.
4. Each level 0 functional location can then be split into “Level 1” functional locations and so forth, creating a **Functional Location Hierarchy**.
5. So, for each “Plant” under your organization, you set up a functional location hierarchy.



6. On this session, you will implement a functional location hierarchy similar to the one above (A, A.1 and A.1.1)

Proceed as Follows

Do not worry if the example below doesn't match your organization. The information entered can be deleted or edited later to match your actual setup.

- **Select Plant:** go to “Assets” → “Functional Locations”. Select your plant from the drop-down list. All items will load automatically. “lv0” will show “No FLs defined”. Let’s change that.
- **Create Level 0:** Click “Add” on the “lv0” row. Enter “MACH” on the “FL Code” field and “Machinery” on the “FL Description Field”. Do not consider any other field. Click “Save”. The system will show a “FL successfully generated” page. Do not click anything and move onto the next step.
- **Create Level 1:** Click “Create Another FL Under the New Path”. Enter “PROD1” as the “FL code” and “Production Line 1” as the “FL Description”. Click “Save”.
- **Create Level 2:** Click “Create Another FL Under the New Path”. Enter “MACH1” as the “FL code” and “Machine 1” as the “FL Description”. Click “Save”.
- **Check out your functional location structure:** Click the “Go to the FL Browser” link on the confirmation page. The “Org Total” count at the bottom of the page should have changed (plant number doesn't count).

Examples

	Manufacturing & Utilities	Hotels	F&B	Building Management
Plant	Plant 1	Branch 1	Branch 1	Building 1
Level 0	Machinery	Grounds	Kitchen	Common Areas
Level 1	Production Line 1	Main Sprinkler System	Oil/ Water Separator	Lobby
Level 2	Machine 1	Main Pump Filter	---	General Lighting
Level 3	Cooling System	---	---	---

As you can see from these examples above, different organizations can set up the functional location hierarchy as best suits them, with more or less levels.

Status after Session 2

You are ready! Your plant is now setup with a functional location hierarchy that you can use as basis for your maintenance work orders.

Session 3 – Work Order Workflow (10 minutes)

Assumptions

1. You have completed session 2.

Notes

1. A “Work Order” organizes, documents and logs all aspects of a maintenance action done on a “Functional Location”.
2. The workflow of a work order starts with the creation of a “Work Request” and ends when the corresponding work order is **closed**.
3. Work orders may be generated manually or automatically. The automatically generated work orders are created on a **Schedule** (e.g., “the first day of every month”) or **On Counter Cycles** (e.g., the distance traveled on a car).

Proceed as Follows

1. **Create a Manual Work Request**
 - Go to “Maintenance” → “Create WRequest”.
 - Click the link “You need to configure your WO module before you proceed”. You need to do this only once for the lifetime of your account.
 - Click the option “they are forwarded to the following Department” (you can change that later) and select your maintenance department.
 - Go again to “Maintenance” → “Create WRequest”.
 - On the “**Target FL**” fields, select the functional location the request refers to
 - Select your plant on the top dropdown and wait for the field under it to load.
 - Select Level 0 “MACH” and wait for the field under it to load.
 - Select Level 1 “PROD1” and wait for the field under it to load.
 - Select Level 2 “MACH1”

- The current work request is now assigned to Machine 1
- Set “**Type**” to “CORRECTIVE” (know more about WO types: <http://goo.gl/FY14nN>).
- Set “**Priority**” to “P2-High”.
- Enter “**Summary**” - “Button slightly loose.”
- Enter “**Description**” - “This button has been getting progressively worse. Needs to be fixed ASAP”.
- Click “Create”

You have now created a work request but who's going to attend to it? And are there any extra recommendations that can help solve the problem?

2. Process the Work Request

- Go to “Maintenance” → “Work Orders”. The work request you created is visible at the top of the list. Select its “WO#” and another browser tab will open.
- **Assign a User:** On the “Add User” list (top right), click on your name to select it. Click the “>>” button.
- **Insert extra comment:** Scroll down to the bottom of the page to the “Add/ Edit Information” section and enter “Button has been checked and it will have to be replaced”.
- Click “Save” and close the browser tab.

The work request has now become an actual work order assigned to a user (yourself). You now have to go on the field and do the job and report back.

3. Complete the Work Order

- Go to your “Dashboard”. The work order we are working with is at the top of your list. Select its “WO#”.
- **Enter work report:** go down to the “Add/ Edit Information” area and, in the “report” tab enter “Button replaced and system tested. Fully operational.”

- **Set order to COMPLETE:** On the parameters area on the left menu, select “COMPLETE” from the “Status” dropdown menu.
- Click the “Save” button. Do not close the “save” confirmation page that is now displayed.

You have now completed the job with a final work report. But the order workflow is not yet finished. The technician's job needs to be approved.

4. Close the Work Order

- Click the “View order” link. Click the “Reports” tab, to confirm the reports show up in chronological order and that the contents are meaningful in case you ever need to get this information back.
- On the “Parameters” menu on the left select “CLOSED” as the work order status. Note that this option has only become available after the work order was set to complete.
- A **closed** work order **cannot be manipulated anymore and is forever stored in the system** as a job log for an action performed on the assigned Functional Location.

5. Some comments

- *Remember: comma CMMS is a **multi-user system**, so all the steps described above can be done by either the same person (as in our example) or by different people.*
- *Why do I need to “COMPLETE” a work order and then “CLOSE” it? What is the difference?*

Because in a multi-user environment or on a multi-expertise work order, you may need to assign a job to a mechanic followed by an assignment to a electrician. The mechanic “completes” his job, but the work order is then reassigned to the electrician, who also completes his part.

Additionally, the supervisor may not agree the job is indeed complete and may comment and reopen the work order to the same user (or another user) for additional work.

Status after Session 3

You have learned how to create a Work Order and how its workflow is processed in comma CMMS.

Session 4 – Preventive Maintenance – Recurring Work Orders (10 minutes)

Assumptions

1. You have implemented the Work Order workflow described in session 3.

Notes

1. Automatic Work Orders are triggered by:
 - a **scheduled event rule** (e.g., “the first day of each month”)
 - a **counter cycle rule** (e.g., “Every 10,000 Km”)
 - a **combination of the two events** above (e.g., “The first of every month or every 10,000 Km, whichever comes first”)
2. The triggering rules described above are stored and edited through a “Maintenance Plan”.
3. When the system generates an automatic Work Order, it copies the information exactly as it is stored on a “Source” (= template) Work Order. That template is called a “Maintenance Plan Work Order Source”.

Proceed as Follows

1. **Create the Source Work Order (same procedure as for a normal work order):**
 - Go to “Maintenance” → “Create Wrequest”.
 - On the “**Target FL**” fields, select the functional location the request refers to
 - Select your plant on the top dropdown and wait for the field under it to load.
 - Select Level 0 “MACH” and wait for the field under it to load
 - Select Level 1 “PROD1” and wait for the field under it to load
 - Select Level 2 “MACH1”

- The current work request is now assigned to Machine 1
- Set “**Type**” to “PREVENTIVE” (know more about WO types: <http://goo.gl/FY14nN>).
- Set “**Priority**” to “P3-Normal”.
- In the “Enter Information” area, enter under “**Summary**” - “Regular Monthly Actions”
- In the “Enter Information” area, enter under “**Description**” - “1. Drain oil 2. Replace filter element 3. Refill with clean oil”.
- Click “Create”.

The source Work Order (at this point, still only a regular Work Request) has been created but we need to tell the system this is a special one.

2. Convert work request into a Maintenance Plans Work Order Source

- Go to “Maintenance” → “Work Orders” and find the order you just created on the list (it should be the top row). Click on the WO# for that row.
- Scroll down until you see the “Operations” menu on the left side. Click the “Convert to MPlan” link.
- For “Description” enter: “Regular Monthly Actions on Machine 1”.
- Check the “Delete source WO after MPlan creation”. Here you tell the system that you have created this work order only to create a source out of it. If you keep this option unchecked, the work request you generated will not only be a maintenance plan source but it will also remain as a normal work order that requires the full work order work flow.
- On the “WO Scheduling Options” select the “both (whichever comes first)” option.
- Set start date as today and select the “Issue on day” option. Leave the drop down menus as they are (issue on day 1 of every month). You completed the calendar scheduling portion.
- To set the counter value, enter “5000” on the text field.
- Click “Create MPlan”.

You have finished creating your Recurring Work Order

Status after Session 4

You have now implemented the ability to document and log details of sporadic and recurring maintenance actions.

Session 5 – Equipment (10 minutes)

Assumptions

1. You have completed sessions 1 to 4.

Notes

1. It is easy to confuse the terms “Functional Location” and “Equipment”. As mentioned on session 3, a Functional Location is a “position of service” where equipment (= the actual physical device) may be placed.
2. An equipment is a “Non-Consumable” when it can be serviced and reused several times in one of more Functional Locations (e.g. an electric motor that can be placed in several different pumps). An equipment is a “Consumable” when it is designed to be used and disposed (e.g. a disposable filter or printer ink cartridges).
3. “Non-Consumables” are uniquely identified – usually through a serial number – and their past and current positions can be tracked (e.g. motor #112233 was installed in functional location A and is now in functional location B).
4. “Consumables” can only be taken as a whole (e.g. 5 filters of a total of 10 were used on functional location A).
5. Equipment can be “Installed” or “In Storage”.
6. You move equipment around (between functional locations or from stock to installation and vice versa) using work orders.
7. If you do not need to track equipment or control your spares or plan to do it at a later stage, feel free to skim through this session.

Proceed as Follows

1. **Create a Non-Consumable Equipment**
 - Go to “Assets” → “Equipment & Tools” on the top menu. Click the “+Equip” button on the top right.
 - On the “**Target FL**” fields, select the functional location the request refers to

- Select your plant on the top dropdown and wait for the field under it to load.
- Select Level 0 “MACH” and wait for the field under it to load
- Select Level 1 “PROD1” and wait for the field under it to load
- Select Level 2 “MACH1”
- On the “Properties” Tab enter
 - “Special Brand” on the “Brand” field
 - “112233” on the “Serial Number” field
 - “Special Model” on the “Model” field
- Click the “Add” button and the page will reload to show you the properties of the device you just added.

You have created your first equipment item set to storage and tagged as a component to be used on machine 1 of production line 1.

2. Convert a “non-consumable” into a consumable.

- Click the “Edit...” button on the equipment properties page.
- Check the “Consumable” check box on the top right.
- Select the “Inventory” tab. Change the “Current Qty” field to 10.
- Click the “Edit” button at the bottom of the page.

Consumable and non-consumable items are created in the same way and you tell the system one from the other by selecting the “Consumable” check box.

Session 6 – Tools (5 minutes)

Assumptions

1. You have completed sessions 1 to 5.

Notes

1. Tools are added to the system in very much the same way as equipment.
2. Adding tools to the system allows you to
 - Recommend lists of tools in recurring or sporadic work orders.
 - Track the usage of tools.
3. If you do not need to control your tools or if you plan to do it at a later stage, feel free to skim through this session.

Proceed as Follows

1. **Create a Tool**
 - Go to “Assets” → “Equipment & Tools” on the top menu. Click the “+Tool” button on the top right.
 - On the “**Target FL**” fields, select the functional location the request refers to
 - Select your plant on the top dropdown and wait for the field under it to load.
 - Select Level 0 “MACH” and wait for the field under it to load.
 - On the “Properties” Tab enter
 - “Stanley” on the “Brand” field
 - “112233” on the “Serial Number” field
 - “Hammer” on the “Model” field
 - Click the “Add” button and the page will reload to show you the properties of the tool you just added.

You have created your first tool item.

Session 7 – Task Lists (10 minutes)

Assumptions

1. You have completed sessions 1 through 6.
2. You are looking to become a comma CMMS intermediate-level user.

Notes

1. “Task Lists” automate the process of detailing the “Actions”, “Task Types” and “Job Duration” of manually or automatically created work orders.
2. “Actions” are the actual job step, like “open the cabinet” or “empty oil reservoir”.
3. “Task Types” are the classification of the “Action”, like “Hydraulic” or “Electrical”. These need to be set to match your reality.
4. “Job Duration” refers to the man-hour duration of each “Action”.
5. If you do not need to control your user's time or labor costs or if you plan to do it at a later stage, feel free to skim through this session.

Proceed as Follows

1. **Create a Task List**
 - Go to “Maintenance” → “Task Lists” and click the “+Task List” button on the top right.
 - On the “General Information” section, enter.
 - “Tutorial Task List” on the “Task List Name” text field.
 - “Tutorial Task List Description” on the “Task List Description text field.
 - Click the “Add” Button. You are sent to the edit area of the task list you just created.
 - Scroll down to the “Task List Contents” section. Note that it will not allow you to add “Actions” to the task list because you need to have at least one “Task Type” defined.

You have created an empty task list.

2. Create a Task Type

- Go to “Logged in as...” → “Modules”.
- Click the “Task Lists” link on the left column.
- On the “Add Task Type” section enter
 - “Default” on the “Name” field
 - “Default” on the “Description” field
 - Click the “Add” Button. The information will be added and the page will refresh.

3. Add Task List Contents

- Go back to “Maintenance” → “Task Lists” and let the information load. Select the “Edit” link on the row of the task list you created.
- Scroll down to the “Task List Contents” section and enter:
 - “Open filter holder, remove and clean filter. Reassemble. ” on the “Action” field.
 - “0.25” on the “man-hour field (you are indicating this step takes 15 minutes because 15 minutes = 0.25 hours – use this google tool to convert time: <http://goo.gl/U9LMNp>).
 - Click the “+” button. The task will be added to the list.

You have just entered information on a task list. Even though there's only one line on our task list, you can see the potential: For a more complex job, you can have one line for electricians to isolate the electrical panel, another for mechanics to open the filter holder and so on.

Status after Session 7

You now know how to create task lists.

Session 8 – Equipment, Tools and Task Lists on Work Orders (10 minutes)

Assumptions

1. You have completed sessions 1 through 7.

Notes

1. On this session we will make use of:
 - The maintenance plan you created on session 4,
 - The equipment item you created on session 5,
 - The tool item you created on session 6 and
 - The task list you created on session 7
2. We will import the equipment, the tool and the task list onto the scheduled work order generated by the maintenance plan.

Proceed as Follows

1. **Find the Tool ID (will be required later)**
 - Go to “Assets” → “Equipment & Tools” and select “Tools” on the “Search Console” on the left. Click the “Show” button. The tool you added on session 6, should be on the list.
 - Make a note of the ID number (the left-most number in blue on the tool row).
2. **Edit the Maintenance Plan Source Work Order**
 - Go to “Maintenance” → “Maintenance Plans” and find the plan you created on session 4 (Description = “Regular Monthly Actions on Machine 1”). Click the “edit” link.
 - Click the “Edit Source” link on the top panel.
 - Scroll down to the “Add/ Edit Information” section and click the “Parts” tab.

- On the “Enter part ID, brand, description or model” text field, start writing the brand of the part which we have set as “Special Brand”. The field will dynamically show you the available options. Select the “Special Brand” item.
- On section “3: This work order will affect...” enter 2 and click the “Add to Usage List” button. Your selection will transfer to section “4: Parts Usage List”.
- Click on the “Tasks” tab and enter “Tutorial” on the “Import Task List” text field. The list will auto populate. Select the “Tutorial Task List” and click the “Add” button. The task list contents will load onto the list below.
- Click the Tools tab. You will need to enter the tool ID you got on step 1 above on the “Import Tool” text field.
- Select the tool from the option list that loads and click “Add”.
- The imported quantity will show “0” because this is a recommendation, not actual usage (remember: this is a maintenance plan source work order, not a regular work order).
- Click the “Save” button at the bottom of the page to make all changes permanent.
- Click the “View order” link so you can confirm your changes (this is just a confirmation step you would not normally take).

3. Confirm your Changes

- Scroll down to the “View Information” Section and click the “Parts” tab.
- See the part you have added to the work order with an asterisk on the approval column. The asterisk indicates it is only a recommendation and no stock movement has been performed.
- Click the “Tasks” tab. The job steps are listed in there along with the standard duration.
- Click the “Tools” tab. You can see the required tool has been recommended.

Work orders with all the information you added will now be issued automatically by the system depending on your maintenance plan scheduling options.

4. Some Comments

- *Equipment, tools and task lists are added to regular work orders in the same way you did above but they will not be set as “recommendations”.*
- *For example, if you add a part currently set to “in storage” to a regular work order, that part will be deducted from stock and its current “installed” location will be inferred from the work order Target Functional Location.*
- *Depending on your settings, the parts movement recorded on regular work orders may need to be approved. If that is the case, your dashboard contains a quick link at the top right labeled “Pending”. If you click that link, you are shown a list with items currently waiting for movement approval.*
- *The procedures described on this session allow for:*
 - *a log of past and current positions for your equipment,*
 - *a log of past and current utilization for your tools and*
 - *a log of the time it takes to perform jobs per Functional Location.*

Status after Session 8

You are well on your way to becoming a comma CMMS power user. Hopefully, the advanced possibilities of comma CMMS (even though you may not currently have the need for all of them) have become obvious.

Session 9 – Reports and Statistics (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 richer 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 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 workflows to data analysis, your comma CMMS basic tutorial is almost complete.

Session 10 – Job Plans (15 minutes)

Assumptions

1. You have completed sessions 1 to 9.

Notes

1. “Job Plans” aggregate groups of orders that you can plan for execution.
2. “Job Plans” provide a work report area that may include overall recommendations for the group of orders that is being planned.
3. “Job Plans” are useful during plant or machine overhauls where typically there are several jobs that need to be done within a certain time frame.
4. If you do not need to plan your work or if you plan to do it at a later stage, feel free to skim through this session.

Proceed as Follows

1. **Create a Job Plan**
 - Go to “Maintenance” → “Job Planner” and click the “+Job Plan” button on the top right.
 - Under the “General Information” area, enter:
 - “Test job plan” as the “Job Plan Name”
 - “Test job plan description” as the “Short Description”
 - Click the “Start Date” text field and enter the 1st of the current month by clicking on the number 1 on the calendar window.
 - Click the “End Date” text field and enter the last day of the current month by clicking the last day of the current month on the calendar window.
 - Click the “add” button at the bottom.
 - The “Edit Job Plan” view will open for the plan you just created. Do not navigate away from this page.

You have created an empty job plan. You can add manual entries to the plan or import lists of work orders on to it.

2. Add a Manual Item to a Job Plan

- On the “Note” text field, enter “Machine Overhaul Meeting #1”.
- Leave the “Start” date as it is but change the start time (top drop down with a “0”) to “9”. This means 09:00 am.
- Change the “End” date to the same day as the Start Date (should be the first of the current month) and change the “End” time to “10”. This means 10:00 am.
- Click the “+” button.
- The information you entered is added to the job plan contents and the Gantt chart at the top is updated on the fly to show a graphical representation of the duration of the item you just created.

You have added a manual entry to a job plan. This is useful for items that are not supported by a work order but are still part of a job plan (e.g. daily follow-up meetings for a machine overhaul).

3. Import Work Orders to a Job Plan

- Go to “Maintenance” → “Work Orders”.
- Click “Add Results to Job Plan”. The “Job Plan” window will open.
- Select the Job Plan you created above from the drop down menu (may be the only option available in case you have not created job plans before this session).
- Click the “Add” button. The system should show a success message under the drop down list.

You have imported a list of work orders to your job plan. Usually, you would set more advanced search criteria such as filtering for all the orders that are pending for a certain machine.

4. Confirm Upload and Plan the Jobs

- Go to “Maintenance” → “Job Planner” and click the “Edit” link on the row of the job plan you created on this session.
- You will see that the order(s) you imported are now shown on the list and on the gantt chart. The start and end times will default to the start and end times of the job plan. Let’s modify that:

- Scroll down to the job plan contents table and focus on one of the work order(s) that was imported (any row with a number under the “WOID” column).
- Double click the end date text on that row. Change it to the day after the start of the project. You do not need to press enter. The text will refresh to the date you selected and the Gantt chart above will adjust to show your revised time frame for that job.

You have planned the start and end time for a job inside a job plan.

5. Finish a Job Plan

- On the “Edit Job Plan” page, click the “Job Report” tab.
- Enter “Full machine overhaul complete with no problems. The schedule was successful so a similar plan for this group of jobs may be used in the future”.
- Click the “Save Report” button. The page will refresh.
- Select the “Job Plan Status” tab.
- Click the “Set Job Plan as Complete?” switch and set it to Yes. Click the “Save” button and click “OK” on the confirmation dialog.
- Click “View Job Plan” link on the confirmation page.

You have finished a job plan including a final report. This will be of use every time there is a similar overhaul planned for the same machine.

Status after Session 10

From the very basics to more advanced features, you have addressed most of the functionality of comma CMMS as it stands at this moment in time. There's a little more to learn like search filters or what parameters to set on search consoles, but that will come with time.

More Information

The following websites will provide additional updated information and tips to maximize your comma CMMS usage:

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<https://commacmms.com>

- [Main product site](#)
- [Maintenance management technical blog](#)
- [Support Site](#)
Tutorials, how-tos, FAQs, known bug list, release notes.
- [YouTube Channel](#)
Video Tutorials
- [Follow us on Twitter](#)
Real time news and Notes.
- [Linkedin](#)
- [X/ Twitter](#)