

CPMS Training Agenda

Day One	
8:00 am to 10:00 am	<p>Overview of CPMS (all students)</p> <p>Getting Started: Start up considerations, Accessing and running CPMS online Help, Downloading and printing the CPMS manual, Passwords</p> <p>CPMS Users: Setting up the CPMS Users and passwords menu. Supervisor (Administrator), CPMS User, Mechanic, and Guest. "Who can do what?"</p> <p>CPMS Main Menu: Navigating, Drop Down Menus, the About tab, Print, Help, and Hot Spot buttons, Reading the Plant Summary screen</p> <p>Adding and Editing in CPMS Screen Forms: using the Navigation bar, screen form buttons, and context sensitive Help for each form/function</p> <p>Introduction to the Power Search screen form to select and sort all CPMS data</p>
10:00 am to 10:15 am	Break
10:15 am to 12:00 pm	<p>How to properly utilize and navigate through the CPMS Help system</p> <p>Use the Print Menu screen to preview, print options, and print to file</p> <p>Using the Browse screen, including Supervisor Query/Edit</p> <p>Review Supervisor functions including those you may not be allowed to use</p> <p>Check/Delete/Change key columns, System Configuration, Data Base Analyzer including a Self Audit, and Backup/Compress</p>
12:00 pm to 12:30 pm	Lunch
12:30 pm to 2:00 pm	<p>Inventory Control (just Parts/Purchasing clerk)</p> <p>Review of your current Parts Inventory including your parts room</p> <p>What is it? Where is it used? Where is it located? Who are the suppliers?</p> <p>Collecting and entering <u>all</u> of your Parts data including entering vendors, part/vendor and part equipment xref, and other inventory tables</p> <p>Classroom example will be entering a part from scratch including all the associated information. Using this part, follow it through the life cycle of a part transaction and print part tags for this part</p> <p>Review Inventory Utilities including Recalculate Min/Max Levels, Inventory Quantity Adjustments, Physical Inventory Report, etc.</p> <p>Run Inventory Standard Reports and Parts Usage</p>
2:00 pm to 2:15 pm	Break
2:15 pm to 3:00 pm	<p>Purchasing</p> <p>Review Purchase Order module: Add PO's, Print PO's, Edit/Approve PO's, Display PO's, Enter Receipts, Receiving Reports, Purchasing Reports, and Generate PO's for Parts at Minimum</p> <p>Follow a part through the life cycle of a purchase order</p> <p>Print part tags for this part in purchasing</p>
3:00 pm to 3:30 pm	<p>Guest Menu functions for the Parts Purchasing Clerk</p> <p>Review the Part Search/Request</p> <p>Review Part Checkout</p> <p>Perform a Physical inventory</p> <p>Print Physical Inventory report for a shelf and validate</p> <p>Review bar code options</p>
3:30 pm to 4:00	<p>Review</p> <p>Q&A for all topics with particular emphasis on Inventory and Purchasing</p>
4:00 pm to ...	Instructor available for one-on-one tutoring if needed

Day Two	
8:00 am to 10:00 am	<p>Review (just Maintenance Planner) Short Q&A from yesterday's Overview of CPMS</p> <p>Preventive Maintenance Validating your Equipment list. Does your plant match the list? Review your Master Schedule. Is all your equipment in your schedule? Add an employee, equipment, task description, and then build a PM schedule Generate, Print, and Process PM work cards</p>
10:00 am to 10:15 am	Break
10:15 am to 11:00 am	<p>Preventive Maintenance (cont) Review Scheduling options and Ad Hoc PM Schedule Review PM and Work Order Utilities including Work Load Balancing Review reports, including the standard and expanded Mechanics Handbook Print Work History Summary and graph</p>
11:00 am to 12:00	<p>Work Orders Add and Edit Work Orders directly or when Processing PM Work Cards Using the Work Card Planner Work Order Scheduling and assigning parts to Work Orders Work Order and Equipment History reports Adding Work Orders from the Work Request module</p>
12:00 pm to 12:30 pm	Lunch
12:30 pm to 2:00 pm	<p>Equipment Failure Reporting Adding and Editing Equipment Failures Enter Production Hours by department Review all the options for the Equipment Failure report and graph Using failures to fine tune the Master Schedule Use Query/Browse to calculate and analyze failure trends Review the Top Ten report</p>
2:00 pm to 2:15 pm	Break
2:15 pm to 3:30 pm	<p>Guest Menu functions for the Maintenance Planner Review Work Request module in depth Review the Part Search/Request and Part Checkout Enter Equipment Failures as a Guest Review the Work Request function as it relates to Work Orders Review Mechanic Work Categories and how mechanic guest functions reduce data entry for the Maintenance Planner</p>
3:30 pm to 4:00 pm	<p>Review Q&A for all topics with particular emphasis on PM, Work Orders, and Equipment Failure reporting</p>

Reference documents:

CPMS Training Objectives
Establishing Standards and Measurements at your plants