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PMS : Planned Maintenance System
SBS : Shipboard System

# Quick instruction of CMAXS PMS(SBS)

**1. On the MS-Windows Desktop screen, double-click "CMAXS" folder and "Planned Maintenance System" icon in that folder.**
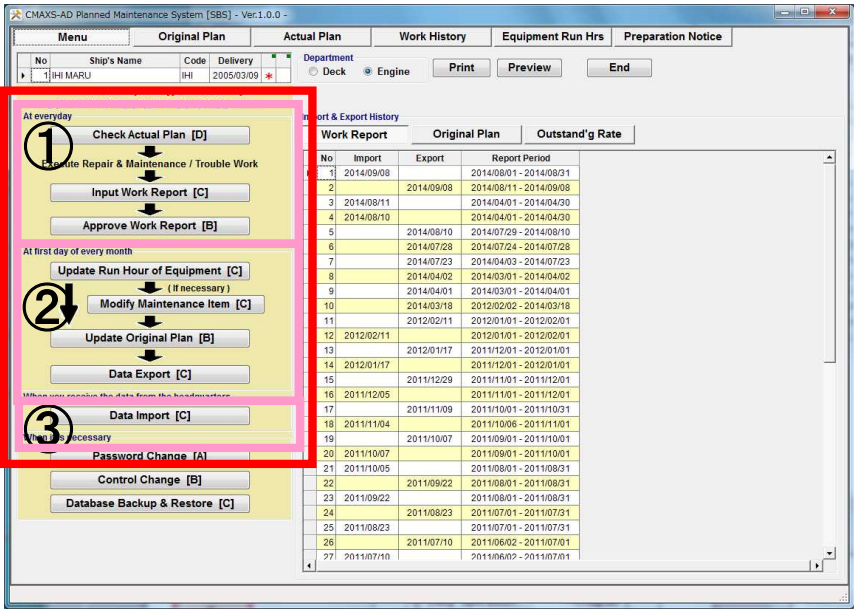
CMAXS-AD → PMS[SBS]

**2. "Password Input Dialog" is displayed. Enter password and press [Enter] key.**

CMAXS-AD PMS- [Login]

**CMAXS-AD**

**Planned Maintenance System**  Ver.1.0.0

[Shipboard System]

**ABC Company**

Password --->

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**< Default setting >**

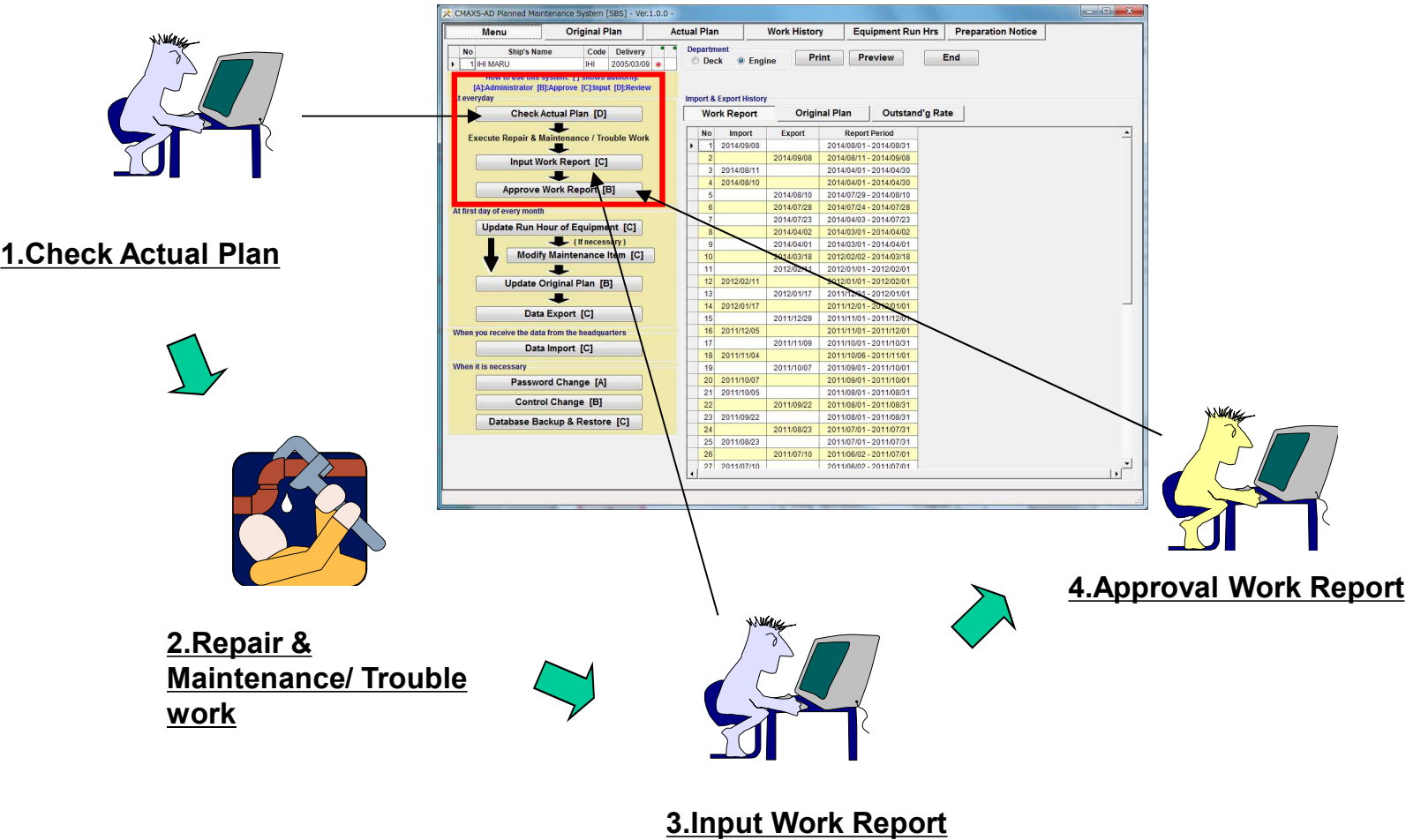| Password | Name |
|----------|------|
| CAP | Captain |
| CE | Chief Engineer |
| CO | Chief Officer |
| 1E | 1st Engineer |
| 2O | 2nd Officer |
| 2E | 2nd Engineer |
| 3O | 3rd Officer |
| 3E | 3rd Engineer |

※The "login name" and "authority" is decided by the password.
(ex. When you make a work report after you log in the PMS "cap", "captain" name is displayed in "Reported by" column of work report automatically. )

**3. The operation flow of CMAXS is displayed at the left side of menu screen.**

CMAXS-AD Planned Maintenance System [SBS] - Ver.1.0.0 -

| Menu | Original Plan | Actual Plan | Work History | Equipment Run Hrs | Preparation Notice |

| No | Ship's Name | Code | Delivery |
| 1 | IHI MARU | IHI | 2005/03/09 |

Department: Deck / Engine   Print  Preview  End

At everyday
① Check Actual Plan [D]
Execute Repair & Maintenance / Trouble Work
Input Work Report [C]
Approve Work Report [B]

At first day of every month
Update Run Hour of Equipment [C]
( If necessary )
② Modify Maintenance Item [C]
Update Original Plan [B]
Data Export [C]

When you receive the data from the headquarters
③ Data Import [C]

When necessary
Password Change [A]
Control Change [B]
Database Backup & Restore [C]

Import & Export History
| Work Report | Original Plan | Outstand'g Rate |

| No | Import | Export | Report Period |
|----|--------|--------|---------------|
| 1 | 2014/09/08 | | 2014/08/03 - 2014/08/31 |
| 2 | | 2014/09/08 | 2014/08/11 - 2014/09/08 |
| 3 | 2014/08/11 | | 2014/04/01 - 2014/04/30 |
| 4 | 2014/08/10 | | 2014/04/01 - 2014/04/30 |
| 5 | | 2014/08/10 | 2014/07/29 - 2014/08/10 |
| 6 | | 2014/07/28 | 2014/07/24 - 2014/07/28 |
| 7 | | 2014/07/23 | 2014/04/03 - 2014/07/23 |
| 8 | | 2014/04/02 | 2014/03/01 - 2014/04/02 |
| 9 | | 2014/04/01 | 2012/02/02 - 2014/04/01 |
| 10 | | 2014/03/18 | 2012/02/02 - 2014/03/18 |
| 11 | | 2012/02/11 | 2012/01/01 - 2012/02/01 |
| 12 | 2012/02/11 | | 2012/01/01 - 2012/02/01 |
| 13 | | 2012/01/17 | 2011/12/01 - 2012/01/01 |
| 14 | 2012/01/17 | | 2011/12/01 - 2012/01/01 |
| 15 | | 2011/12/29 | 2011/11/01 - 2011/12/01 |
| 16 | 2011/12/05 | | 2011/11/01 - 2011/12/01 |
| 17 | | 2011/11/09 | 2011/10/01 - 2011/10/31 |
| 18 | 2011/11/04 | | 2011/10/06 - 2011/11/01 |
| 19 | | 2011/10/07 | 2011/09/01 - 2011/10/01 |
| 20 | 2011/10/07 | | 2011/09/01 - 2011/10/01 |
| 21 | 2011/10/05 | | 2011/08/01 - 2011/08/31 |
| 22 | | 2011/09/22 | 2011/08/01 - 2011/08/31 |
| 23 | 2011/09/22 | | 2011/08/01 - 2011/08/31 |
| 24 | | 2011/08/23 | 2011/07/01 - 2011/07/31 |
| 25 | 2011/08/23 | | 2011/07/01 - 2011/07/31 |
| 26 | | 2011/07/10 | 2011/06/02 - 2011/07/01 |
| 27 | 2011/07/10 | | 2011/06/02 - 2011/07/01 |

| ① **Daily operation** | →**Chapter Ⅰ** |
| ② **Monthly operation** | →**Chapter Ⅱ** |
| ③ **Import function** | →**Chapter Ⅲ** |

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# Ⅰ.Daily Operational Flow



**1.Check Actual Plan**

**2.Repair & Maintenance/ Trouble work**

**3.Input Work Report**

**4.Approval Work Report**

# 1. Check Actual Plan ※ This screen is only for checking. To make work report, go to 3.

(You can confirm to the work items that you should execute on this screen.)

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**1. Select your department , and then, click [Check Actual Plan] button.**
**"Actual Plan Screen" is displayed. (right figure)**
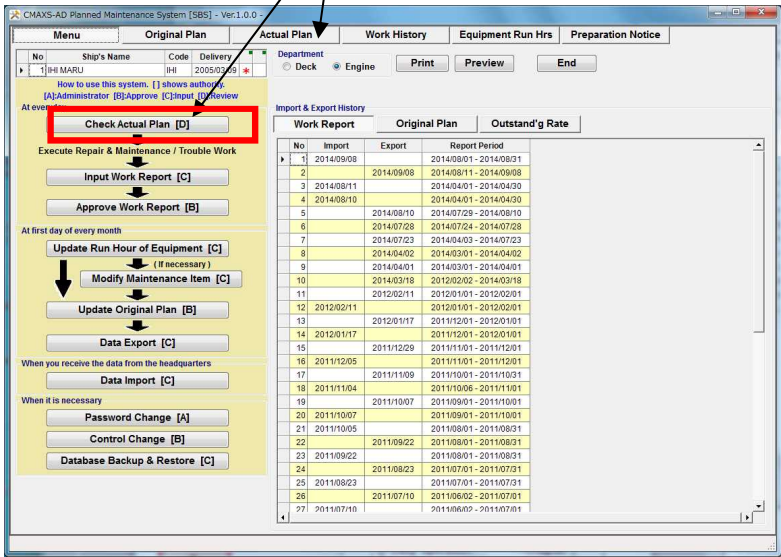


**2. After setting period, you can confirm the work items of this period.**
**If you want to print out this page, please click "Print" button.**
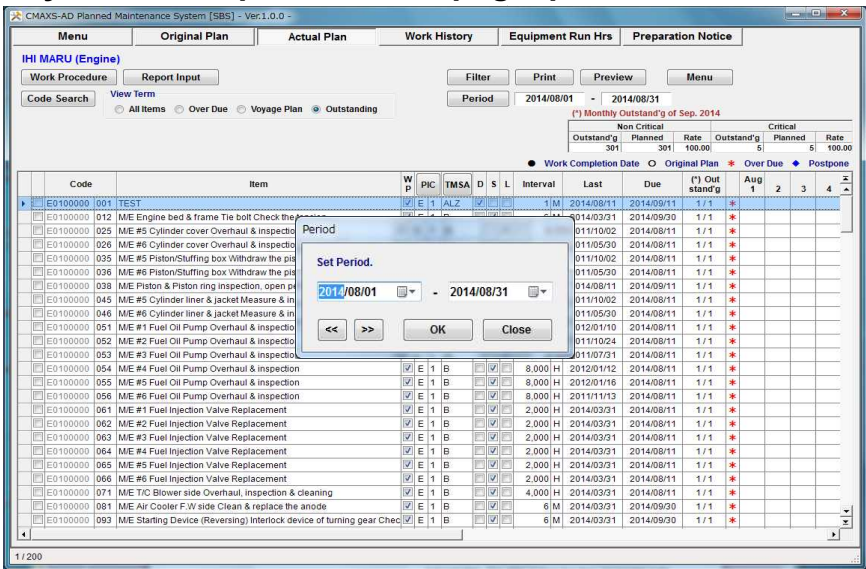


※If "Last date" ,"Due date" or "Over Due Item" are included in the period that you set, these items are displayed in this screen.

# 3. Input Work Report
## (How to make work reports.)

**1. After finishing work , select your department and click [Input Work Report] button.**
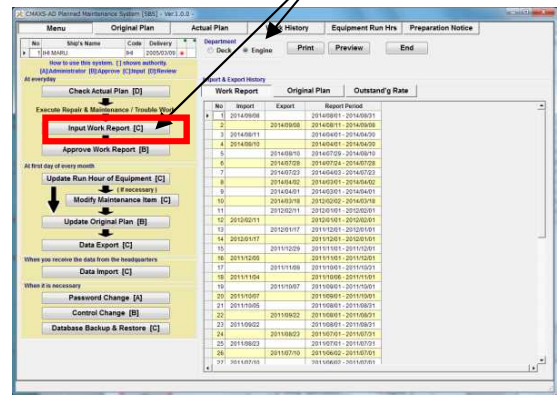


**2. [Actual Plan Screen] is displayed. Enter executed work date.**
**After that , Please put the check mark on check box at left side of work list.**

※ If you do not need to input the work report, please put the check mark on check box while holding down the "shift key". "Last date" and "Due date" are calculated automatically.
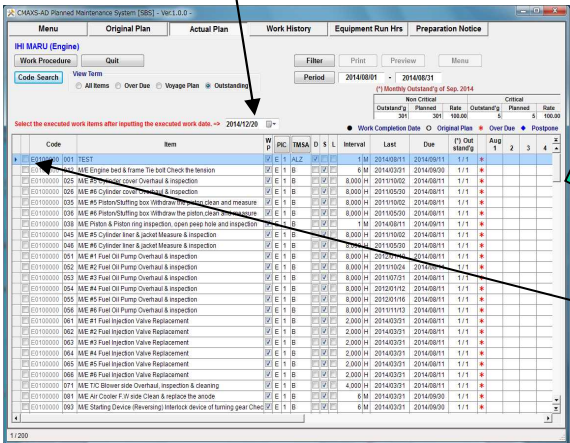


**3. "Work Report Screen is displayed. Input the necessary data to report.**
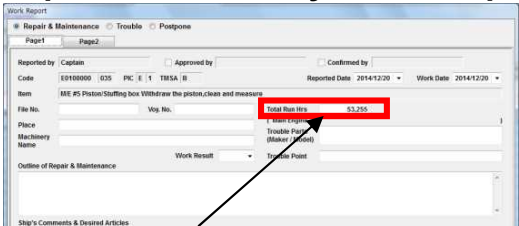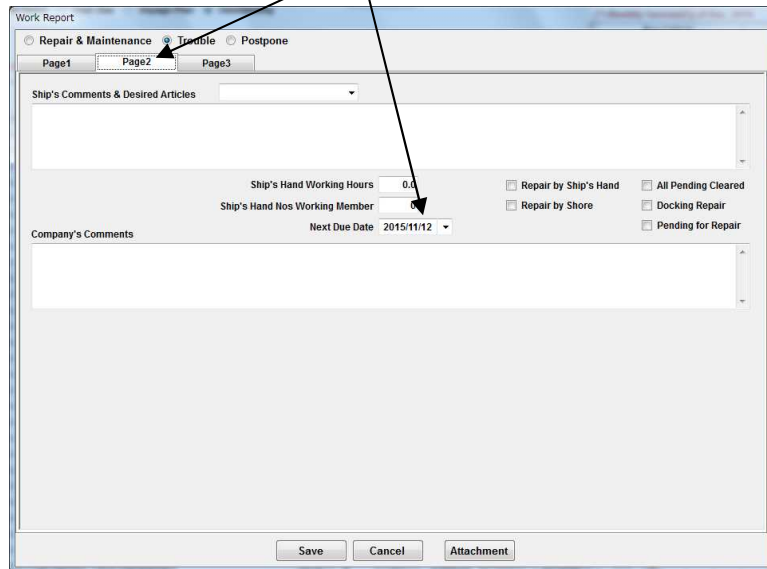


Please be sure to input "Total Run Hrs" of the Equipment.

If interval of the maintenance item is "H(Hour)" base the value is used for calculation of DUE date.
※Automatically be input on the basis of Equipment running hour tab.

**4. To modify or delete some reports, select "work history" tab, and then, select the report and push "Modify" or "Delete" button.**

# 3. Input Work Report
## (Report for Trouble and Postpone)
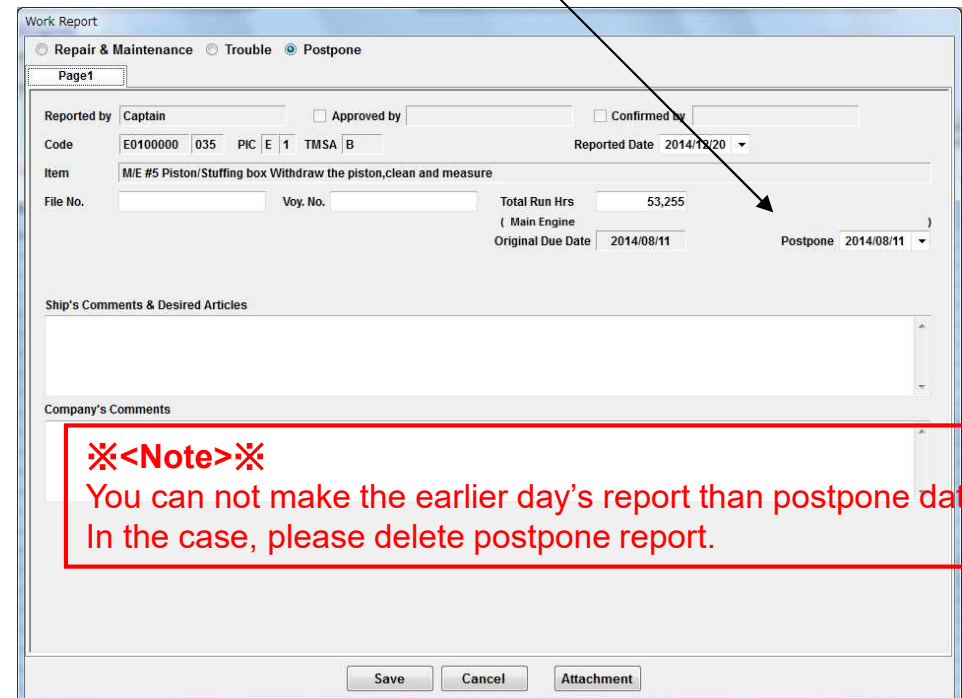
**If you want to input report for trouble, please select [Trouble] button.**

※If you want to set Next Due Date by yourself, select "Page2" tab and set "Next Due Date".



**4. To modify or delete some reports, select "work history" tab, and then, select the report and push "Modify" or "Delete" button.**

**If you want to postpone due date of item, please select [Postpone] button.**

You can set postpone date by your self.



※<Note>※
You can not make the earlier day's report than postpone date.
In the case, please delete postpone report.

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# 4. Approval Work Report ※Only approved reports can be exported to headquarters.
(You should approve the work report, after confirming work report.)

If you login with "approve" authority or more authority, you are able to approve the work report.

**1. Select your department and click [Approve Work Report].**
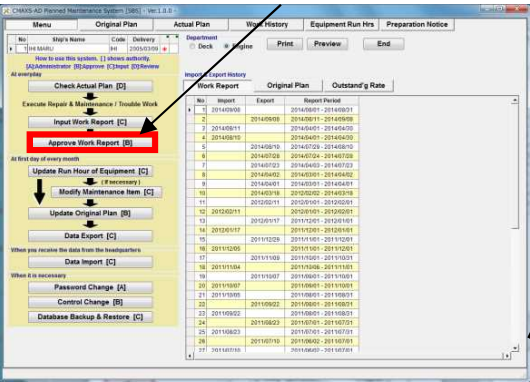


**2. Select the report and click [Detail Work Report] button. "Work Report Screen" is displayed.**

※If you do not need to confirm the report, please put check mark on the check box directly, check mark means "approved".
※If you select [Approve All] button, all reports have been approved.
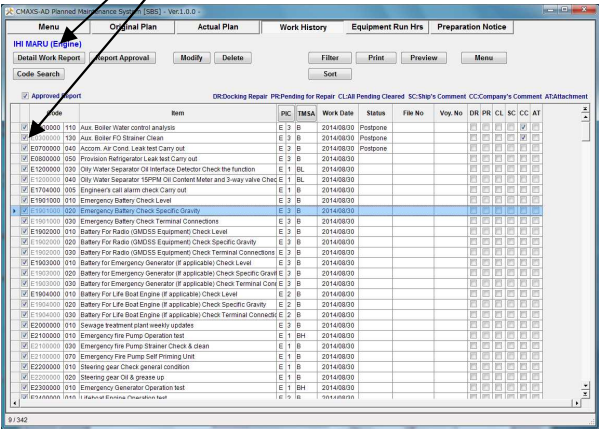


**3. Confirm contents of report. If you confirmed this report, select check box of "Approved by" button.**

**4. Select [next] button. And continue.**
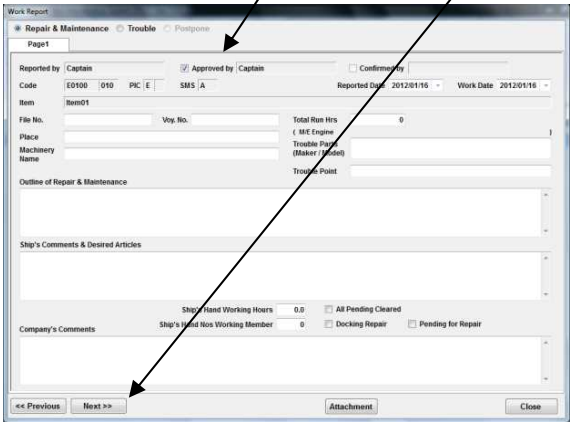


※**<Note>**※
Only approved reports can be exported to headquarters when you make export file.

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# Ⅱ.Monthly Operational Flow

**1.Update Run Hour of Equipment**

**2.Update Original Plan**

**3.Data Export**

**Sending of export data to Headquarters via E-mail**

## Headquarters

- Approval of Original Plan
- Input of Company's Comment
- Confirmation of Work Report



7
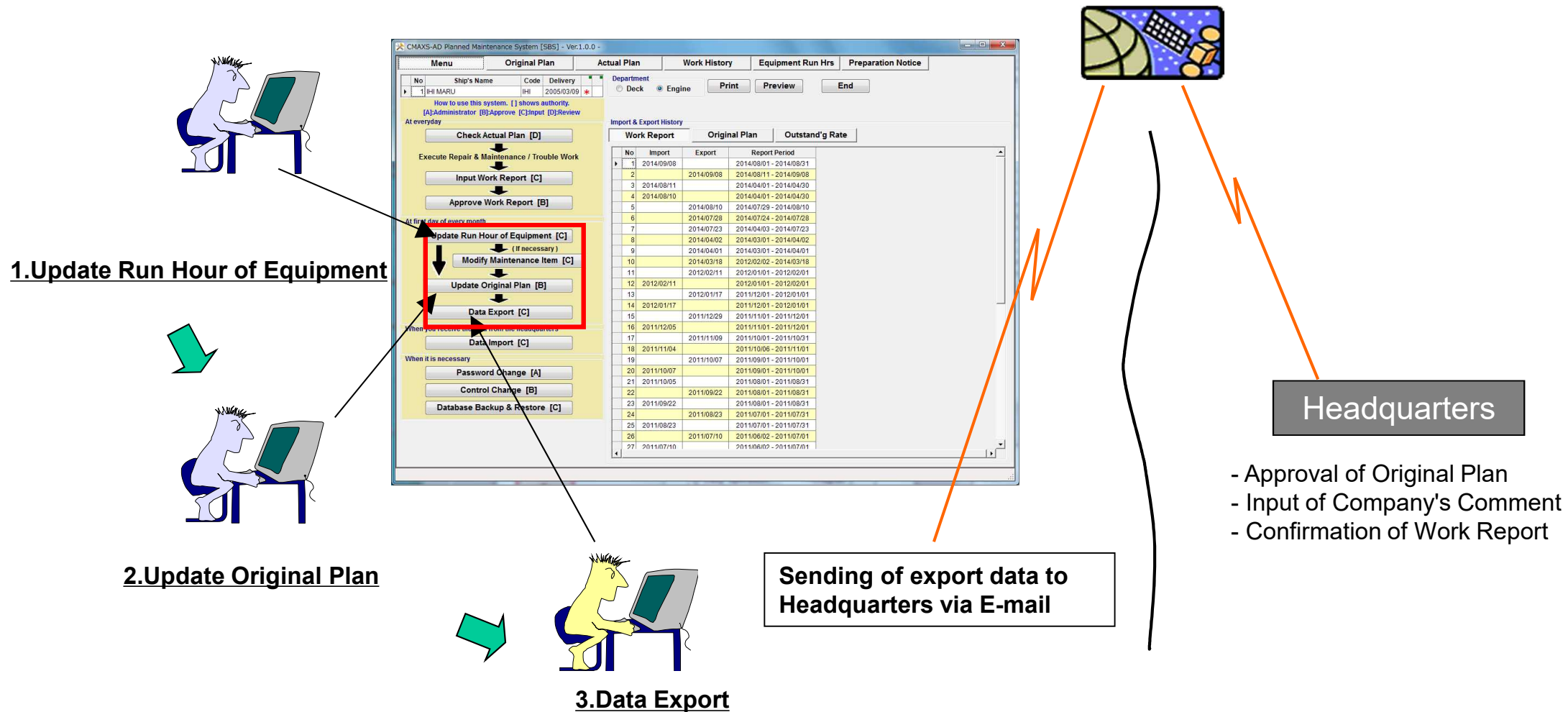
# 1. Update Equipment Run Hour
## (You need to enter total running hour from delivery date.)

If Run Hrs based maintenance items are registered, you can confirm the equipment name on "Equipment Run Hrs Screen".

**1. Select your department and click [Update Run Hour of Equipments].**
   **"Equipment Run Hrs Screen" is displayed.**
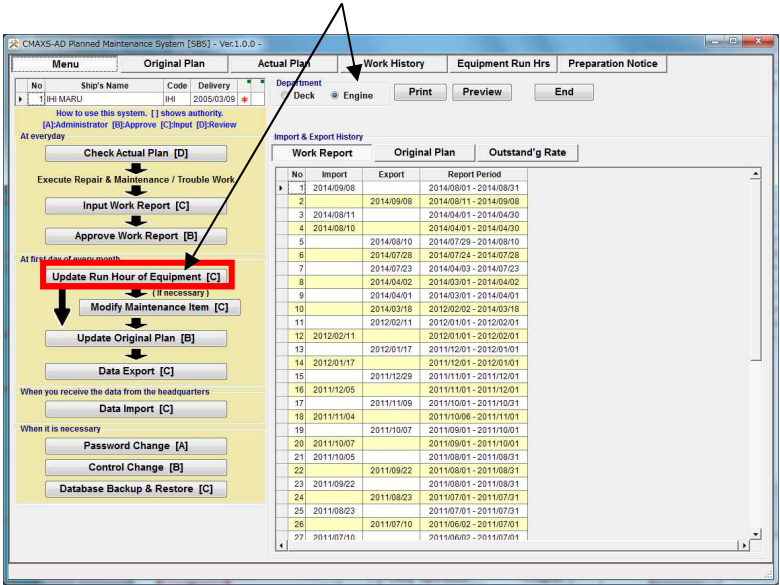


**2. After setting updated date, enter "Actual Run Hours Prev. Month".**
   **"Total Run Hrs" is calculated automatically**
   **based on "Actual Run Hours Prev. Month" you entered.**
   **Please change "Expected Run Hours Next Month" properly.**
   **("Total Run Hrs" can be changed after pushing "Total Run Hrs" button.)**

**3. Select [Save] button.**
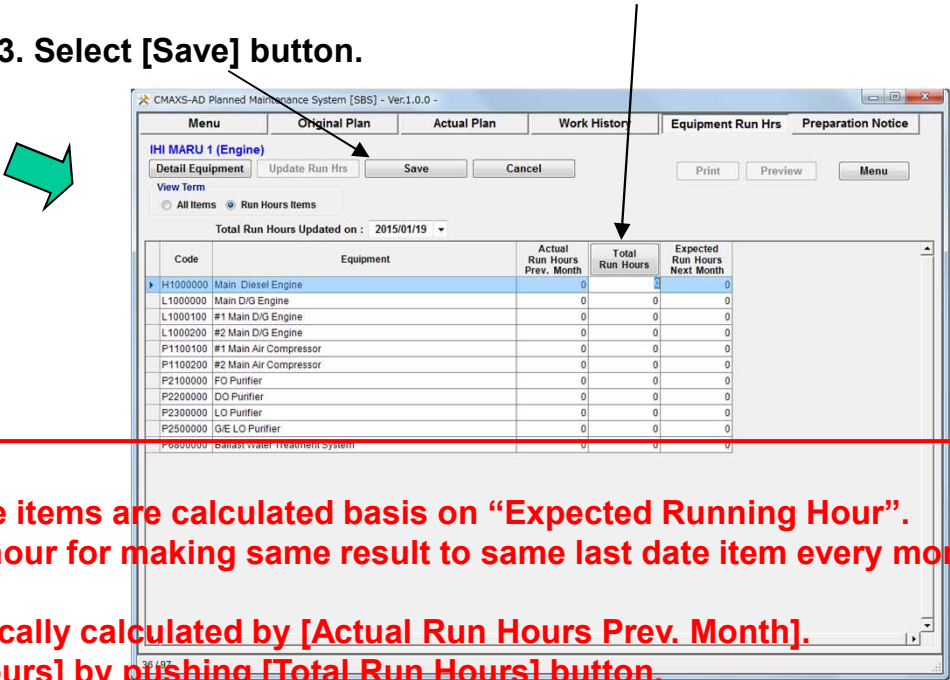


※<Note>※
Due date of running hour base items are calculated basis on "Expected Running Hour".
Please input normal running hour for making same result to same last date item every month.

[Total Run Hours]  is automatically calculated by [Actual Run Hours Prev. Month].
You can change [Total Run Hours] by pushing [Total Run Hours] button.

# 2. Update Original Plan  (important)

Calculate outstanding rate of last month and update plan from last month to this month.
(You have to execute this the beginning of the month ASAP.)

**1. Select your department and click [Update Original Plan] button.**
 **"Original Plan Screen" and confirmation message are displayed.**



**2. If you select [OK], over due rate is calculated automatically , and then, monthly report has been made.**



※<Note>※
We recommend to "Update original plan" on the first day of month.
Once rate is fixed by "OK" button, you can't change the rate.
Please input all reports of last month before you select "OK."
And outstanding item can be checked by outstanding button in "Actual Plan" tab.

# 3. Data Export
(How to make a export file for headquarters.)

**1. Select your department and click [Data Export] button.**
   **"Export Period" Dialog is displayed.**

**2. Select [Auto select] or [Manual select], and then, select [OK] button, "Save File Screen" is displayed.**
**[Auto select] Report without confirmed check mark in office will be exported.**
**[Manual select] Report in entered period (ex. Last month) will be exported.**

**3. Select a destination for the export file.(*) Then, select [Save] button.**

**4. Select [OK] button when completion message dialog is displayed.**
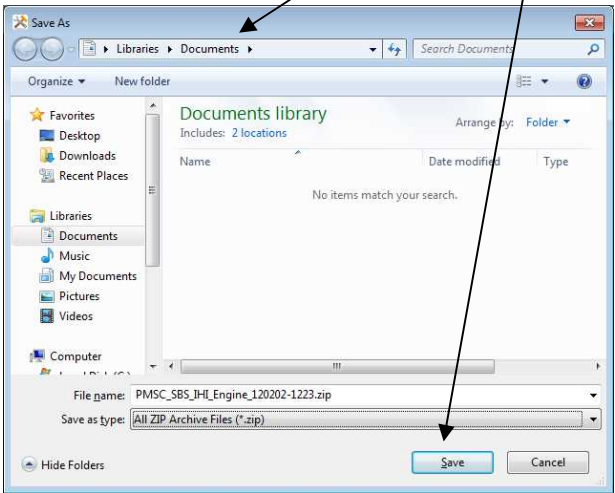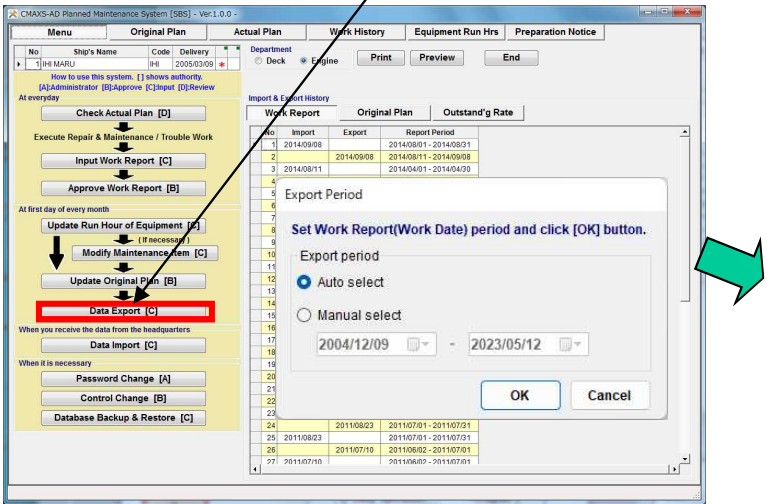




Please attach the export file
to E-mail without change.
And then send to your office.

※ The export file does not include non-approved reports.
 （Please refer how to approve reports for
  "I. Daily Operational Flow"-"4. Approval of Work Report"）

# Ⅲ. Data Import
## (At the time you receive the file from headquarters.)

When you receive the export file from Headquarters, save it to any folder.

**1.Select your department and click [Data Import] button.**
**"Open File Screen" is displayed.**
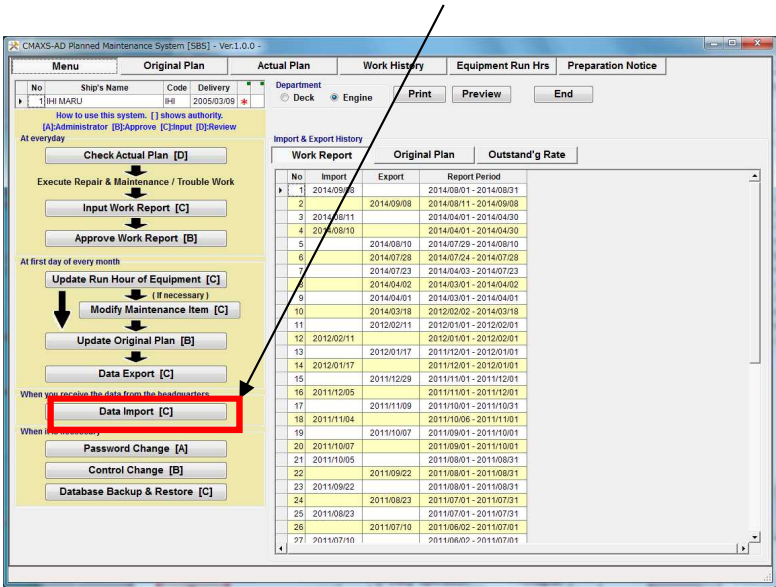


**2. Select import file. Then, select [Open] button.**

**3. Select [OK] button, when completion message dialog is displayed.**