TQS Media

PM Master v1.4 *BASIC Edition*

PM Master
Quick-Start Guide

- To get started immediately with PM Master, click the PM Master 1.4 icon on your desktop or in the PM Master Program group.
- Add Equipment by clicking the Equipment button on the Switchboard.
- Click the Add Mode button to add and enter data - blue fields are required. Simply tab out of one finished record into another new record to add another piece of equipment.
- When finished adding Equipment, click the Browse button. Your new records will be visible
- Next add Task Groups for each piece of equipment. Click the equipment record (the current equipment id appears at the bottom), and then click the Task Groups button. Again choose add mode and complete blue fields as a minimum. (you are defining the frequency at which a group of tasks must all be completed). You must enter either a next due date, cycles or hours to initialize automatic scheduling. When finished adding task groups, choose Browse Mode.
- Add tasks: while viewing task groups, click in the appropriate task group - the task group ID appears below as the current task group. Then, click Tasks at the bottom of the screen. Again click Add mode and complete at least the required blue fields. (these are the instructions will be printed on maintenance checklists.) When finished adding, choose Browse Mode.
- When a task group is past due PM Master will notify you by making the Past Due alarm red on the Switchboard. When you're ready print checklists from the report screen for maintenance operators to follow. If you defined department custodians and their email addresses (in the equipment screen) you can send department managers "emailed-distributed" reports with equipment having alarms in their departments (available in Reports screen).
- When the maintenance is actually done, choose a task group in the equipment form and click the Checkoff Task Group toolbar button and the maintenance log will be appended automatically for each task. Also the last completed and next due fields will be automatically updated to schedule the next maintenance of that task group
- Next, add replacement parts (optional). Click the Replacement Parts button and add records in the same way as above. The same can be done for Suppliers.
- Relate Equipment to Parts Required, or Suppliers to Parts Available, or Log Entries to Parts Used. When adding these relations, you must still use add mode, but adding is a matter of selecting a record from a pull-down menu. e.g. to add parts required, select an equipment record in the equipment form, and choose Parts Req'd at the bottom. Choose Add Mode and select the part ID from the list and save as usual.

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