

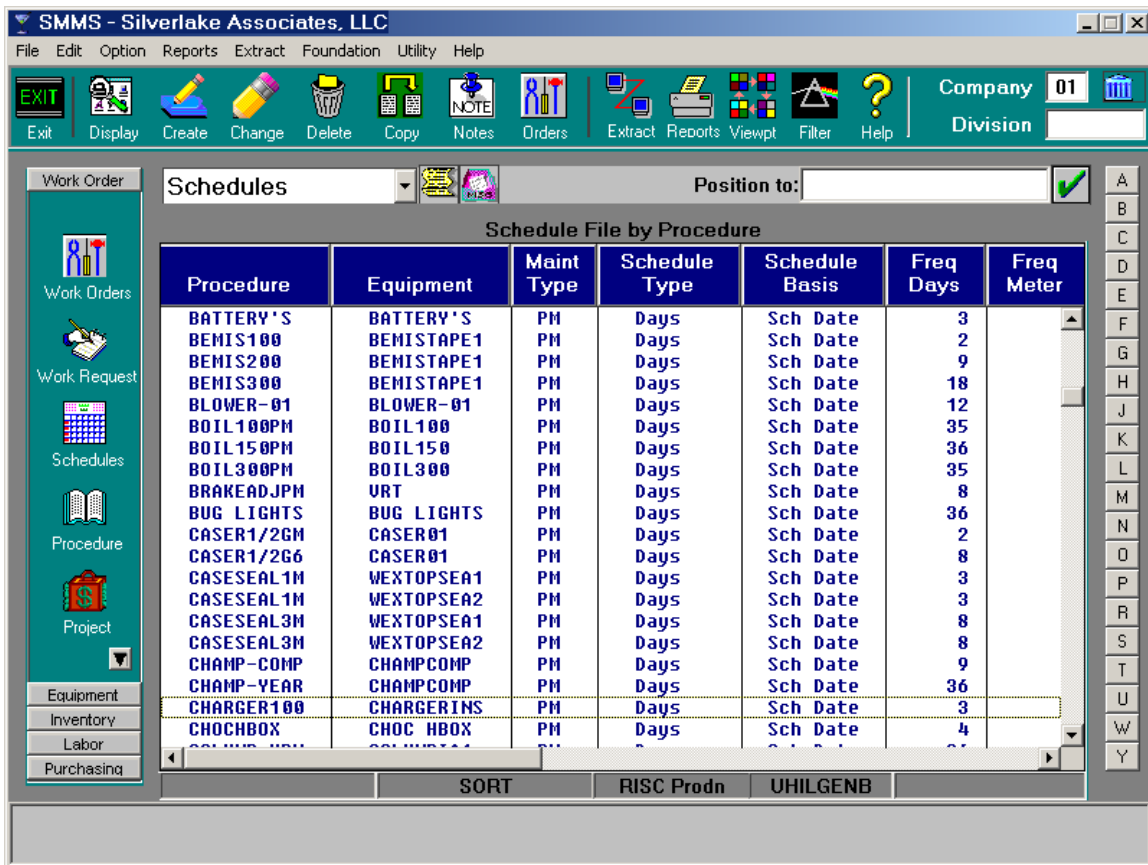
# SMMS 6.0 Fundamentals

The Silverlake Maintenance Management System (SMMS) is a computerized asset maintenance management system (CMMS) used by many of America's finest companies in a variety of industry, organization, and distribution settings.

The purpose of this overview is to give prospective users a brief idea of the functions and capabilities of SMMS.

SMMS provides the **power** and **flexibility** to manage every element of your maintenance operation:

- ❖ Powerful, because the feature-rich modules of SMMS work together to help you attain a smooth, coordinated maintenance plan.
- ❖ Flexible, because SMMS permits you to selectively install and utilize only those components of the system required by your situation.



The components of the SMMS system work together to help organize and simplify your maintenance activities:

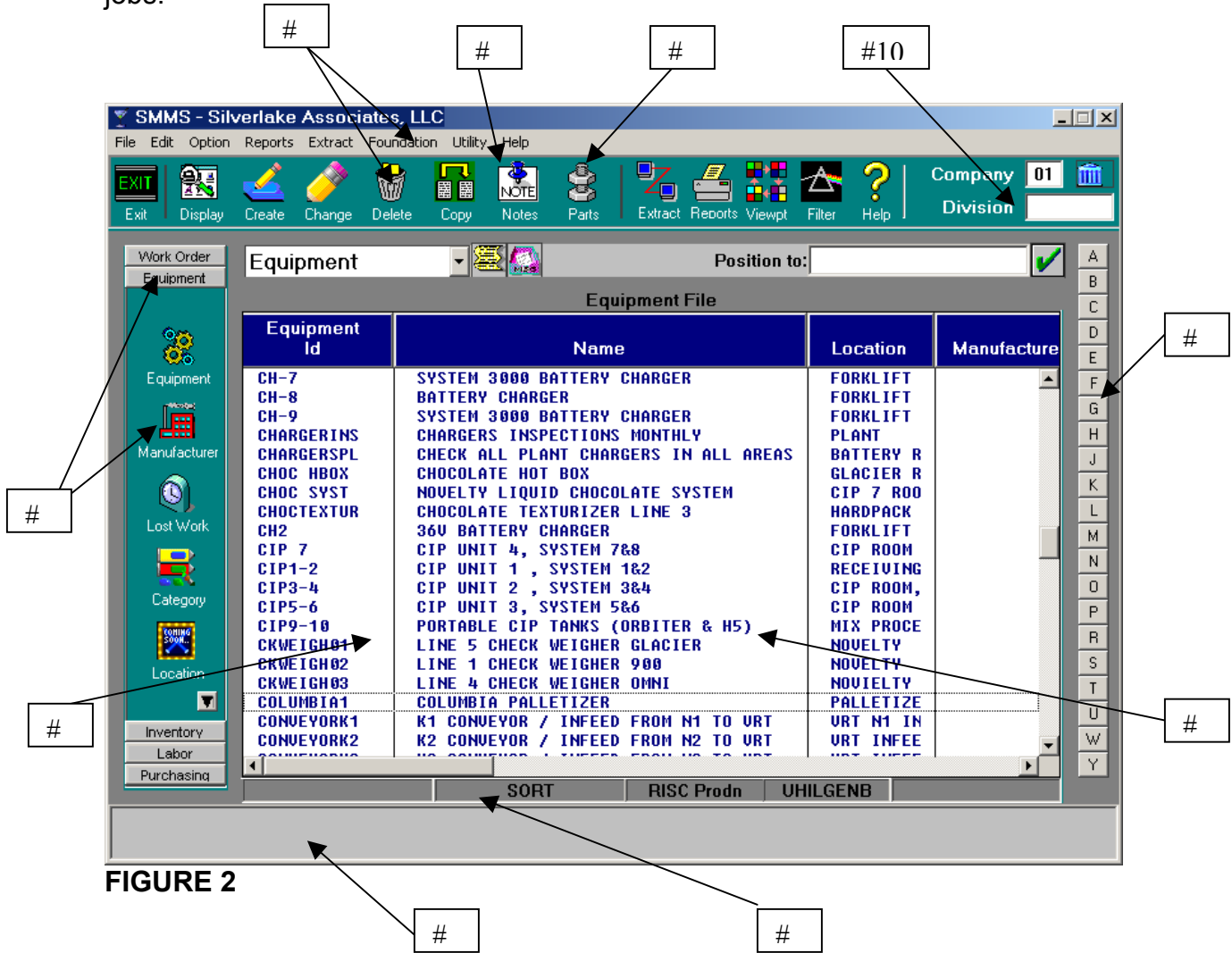
- ✓ **Work Orders & Work Requests** are the backbone of the SMMS system, and most events and activities in the system are work order driven.
- ✓ **Equipment** is used to define and manage your equipment and facility assets.
- ✓ **Inventory Management** provides full-featured tools for managing your MRO inventory parts.
- ✓ **Purchasing** can also be implemented to manage MRO inventory and vendor outsource contracts.
- ✓ **Labor** enables you to manage employees, labor rates and skills.
- ✓ **File Extracts, Reports & Displays** allow you to manage and review information online, and extract information from SMMS databases to your personal computer in Excel® or spreadsheet format. You can review and report on SMMS information in unlimited ways.
- ✓ **Foundation database** contains information about your basic reporting entities (companies, divisions, cost centers), nomenclature, user-defined fields, and user security. Once established, your foundation databases require minimal maintenance.

SMMS can quickly interface with your existing production scheduling and financial reporting systems to form a seamless integration, ensuring consistent and accurate data flow through your organization

Use the SMMS system to plan and control preventive maintenance and manage your inventory of capital assets and replacement parts. Improve equipment productivity, eliminate downtime and reduce operating costs. Budget, organize, track and report on maintenance department performance. Build a comprehensive maintenance history on all of your equipment.

Everything about the system is created with the intention of helping you make an impact on reliability, quality, cost and safety in your organization. SMMS will also help make your maintenance mechanic's life easier by helping eliminate confusion on procedures, parts, and priorities.

It's easy to implement every facet of the system without placing any data reporting load on the mechanic's back, or you can choose to make your personnel more accountable by integrating the data reporting workload into their jobs.



**FIGURE 2**

Figure 2 shows the SMMS primary screen with the Equipment list displayed. Here are a few highlights of this screen (clockwise from right edge):

1. "Quick Positioning" buttons simplify list navigation.
2. The list area of the screen will include up to fifteen columns of information for each database selected. Vertical and horizontal scroll bars allow you to view additional columns and rows.
3. Session Information area shows the current filters, sort settings, environment, user id, and system status.

4. Error and information messages are displayed in a scrollable message area at the bottom of the screen.
5. “Right click” on a selected row for pop-up menu processing options.
6. The “Outlook Bar” buttons in the left margin of the screen allow you to the major system modules. Within each module, functions are selected from listed icons.
7. The system menu provides the complete functions of the SMMS system, and the most important functions are available in the “tool bar” shown near the top of the screen. The tool bar uses large, recognizable icons.
8. Press the “VIEWPOINT” button to select an alternate sort or viewing sequence for the display (Figure 2a, below). Each list in the SMMS main screen has two or more default sort sequences that you can choose to be the default sort sequence for your display.

You can also click on a column heading to sort the existing list by that column!

The screenshot shows a dialog box titled "Select list order" for the "Equipment" list. It contains a list of sort options with radio buttons. "Equipment Id" is selected and highlighted with a dashed border. Other options include "Equipment Name", "Location/Sub-location", "Cost Center", "Nameplate Category", "Manufacturer\_Model", "Labor Cost", "Parts Cost", "Master Equipment Id", and "All Work Orders". Below the list is a checkbox labeled "Set as new default". At the bottom are "Ok" and "Cancel" buttons.

**FIGURE 2a**

9. The “FILTERS” button allows you to filter out inactive and temporary items from the list. (Figure 1b, below)

The screenshot shows a dialog box titled "Select List Filters". At the top is a text box labeled "Change Filters:". Below this is a section titled "Procedure" containing three checkboxes: "Omit \*TEMP Procedures?", "Omit Inactive Procedures?", and "Omit \*COMB Procedures?". At the bottom of the dialog are two buttons: "Ok" with a green checkmark icon and "Cancel" with a red prohibition sign icon.

FIGURE 2b

10. The Company/Division level operations allow unlimited physical locations, with additional management reporting and consolidation features. Click on the Company/Division to select a different division for the display. (Figure 1c) The selection window will only select those companies and divisions where you have a minimum of “Display” data authority.

The screenshot shows a dialog box titled "Change Company & Division". At the top is a text box labeled "Select new Company and Division :". Below this are two sections: "Current" and "Change to". The "Current" section has "Company" with a text box containing "1" and "Division" with an empty text box. The "Change to" section has "Company" with a dropdown menu showing "01" and "Division" with a dropdown menu showing "ATL". At the bottom of the dialog are two buttons: "Ok" with a green checkmark icon and "Cancel" with a red prohibition sign icon.

FIGURE 2c

## Company & Division Processing

Version 6 introduces optional *DIVISIONS* as a sub-level to the *COMPANY* reporting entity. Clients with more than 99 physical plant locations can now establish virtually unlimited 5-character *DIVISION* locations as part of each *Company* entity.

Divisions are optional! You can choose *not* to implement divisions, and continue to operate with only *Companies*.

If you choose to implement divisions within your SMMS database, each division will have independent security and control specifications. These specifications override any controls established at the *Company* level.

The screenshot shows a software window titled "Division Maintenance & Inquiry" with a menu bar (File, Edit, Report, Download, Utility, Help) and a toolbar with icons for Ok, Cancel, Exit, Create, Copy, Delete, Lookup, Next, Reports, Download, and Help. The window is divided into two tabs: "Division" and "Controls". The "Division" tab is active, showing the following data:

Division:	ATL
Division Name:	Atlanta Corrugated Metals
Address:	807 Havey King Drive
City / State / Zip:	Atlanta GA 30341
Last WO Date:	10/14/01
Last Plant Shutdown:	06/06/01
Contact Name:	JERRY HILGENBERG
Contact Phone:	[919] 361-9727
Labor Cost:	Combination box
Labor Rate:	22.50
Part Costing Method:	Combination box

At the bottom of the window, there is a "Message subfile" area.

FIGURE 3.

For example, in Figure 3 a Division "ATL" has been established within Company 01. The Division name, address, contact information, labor costing method and rates, and inventory part costing method, may all be selected independently of Company 01 – the Company to which this Division belongs.

By default, when a new division is created it has the same control settings as the parent Company, although these can easily be changed using the Division control screen shown in Figure 3.