eMS-47 USERS MANUAL

1st DRAFT

MAIN MENU

1. From the EMARS menu screen, click the icon of the person dumping a trash can. This will start the MS-47 application and display the Main Menu.

2. The yellow MS 47 DIRECT button displays current information and updates of the application and manuals.

3. From the EMS47 MAIN MENU screen, select the facility by clicking the down arrow in the SELECT FACILITY box, highlighting the facility and clicking GO. Always click the GO button on the initial display of this screen

4. The EMS47 MAIN MENU screen contains the following buttons:

   a. FACILITY INFORMATION – Displays the facility information contained in EMARS.
   b. INVENTORY AND SCHEDULING – Screens for input of building inventory and servicing schedules.
   c. PS FORM 4776 (ROUTES) – Screens for building new routes or editing old routes.
   d. SYSTEM – Screens for input of break, training, wash-up time, contract information, etc.
   e. REPORTS – Menu for display and printing of all eMS47 reports.
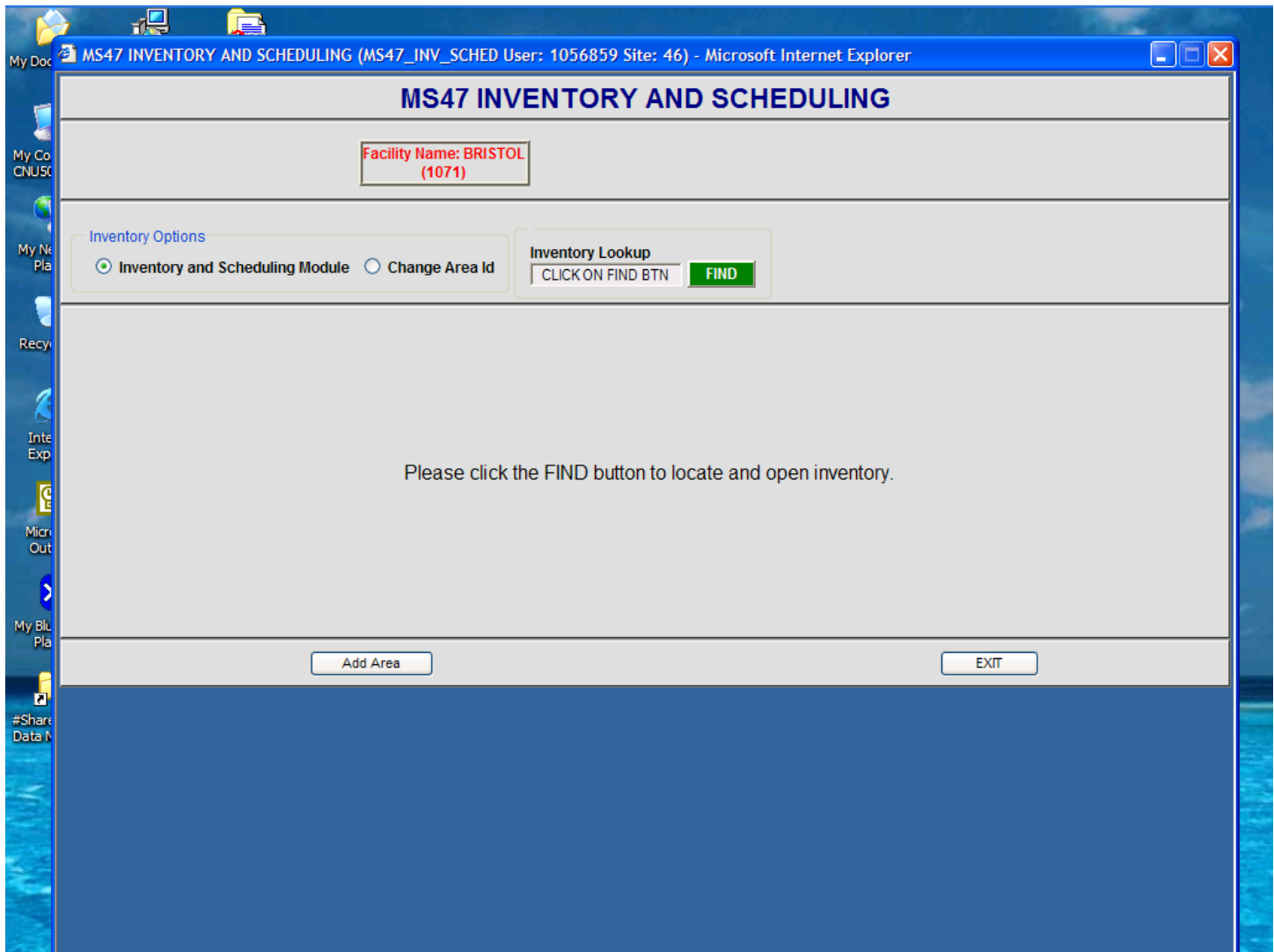
FACILITY INFORMATION

5. Clicking the FACILITY INFORMATION button displays the following screen:
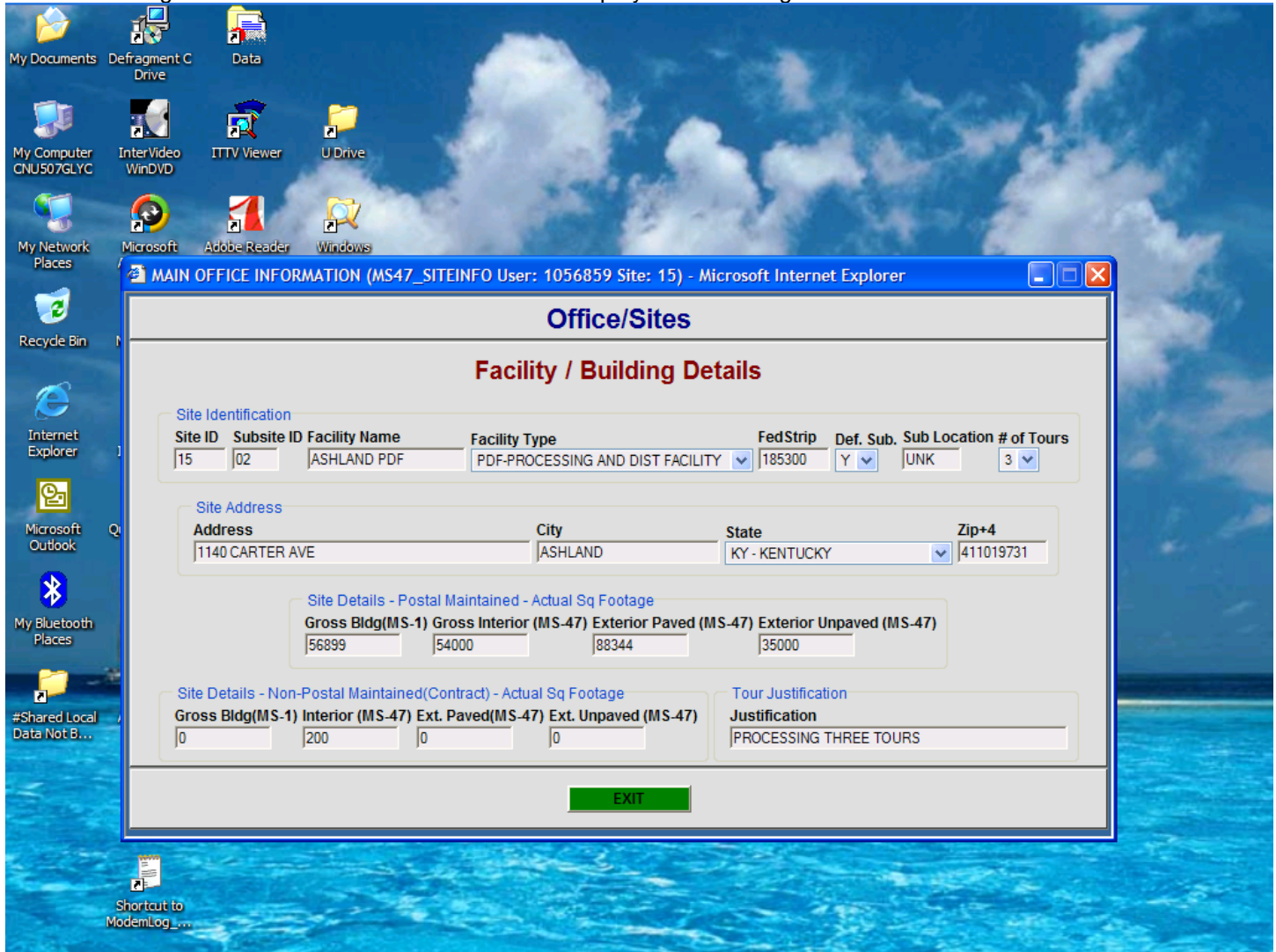
The information displayed is from the EMARS module and cannot be updated from the EMS47 module. Use the EMARS module to change/update the information.

6. Clicking the INVENTORY AND SCHEDULING button displays the following:

INVENTORY AND SCHEDULING

From this screen you can change the ID of an existing area by clicking the CHANGE AREA ID button, add a new room/area by clicking the ADD AREA button, or edit existing inventory/scheduling by clicking the FIND button.

1. To change the Area ID of an existing area, click the radio button beside CHANGE AREA ID. This will open another screen.
    a. Click the FIND button and select an existing AREA ID by double clicking.
    b. Enter a new AREA ID.
    c. Click SAVE. The application will assure that the new AREA ID does not exist and will change the AREA ID in both INVENTORY AND SCHEDULING and in PS FORM 4776 (ROUTES).

ADD AREA

2. To add a new area, click the ADD AREA button. A screen will open allowing the user to enter:

a. AREA – This is the unique room/area designation. This can be either numeric or alpha characters.
b. DESCRIPTION – Either numeric or alpha characters can be entered
c. SPACE – Use the acronyms to determine SPACE. The Space Types of Administrative, Common, Customer, etc are only to assist in route building.
d. SqFt – Enter the square footage of the area.
e. If the SPACE is either toilets or stairwell, another box will open allowing entry for the number of toilet fixtures or stairwell flights.
f. Click SAVE, CANCEL, or EXIT to return to the previous screen.

FIND AREA

3. Clicking the FIND button opens a screen displaying the existing inventory. This table is sorted by AREA ID. It can be resorted by double clicking the header of any column.
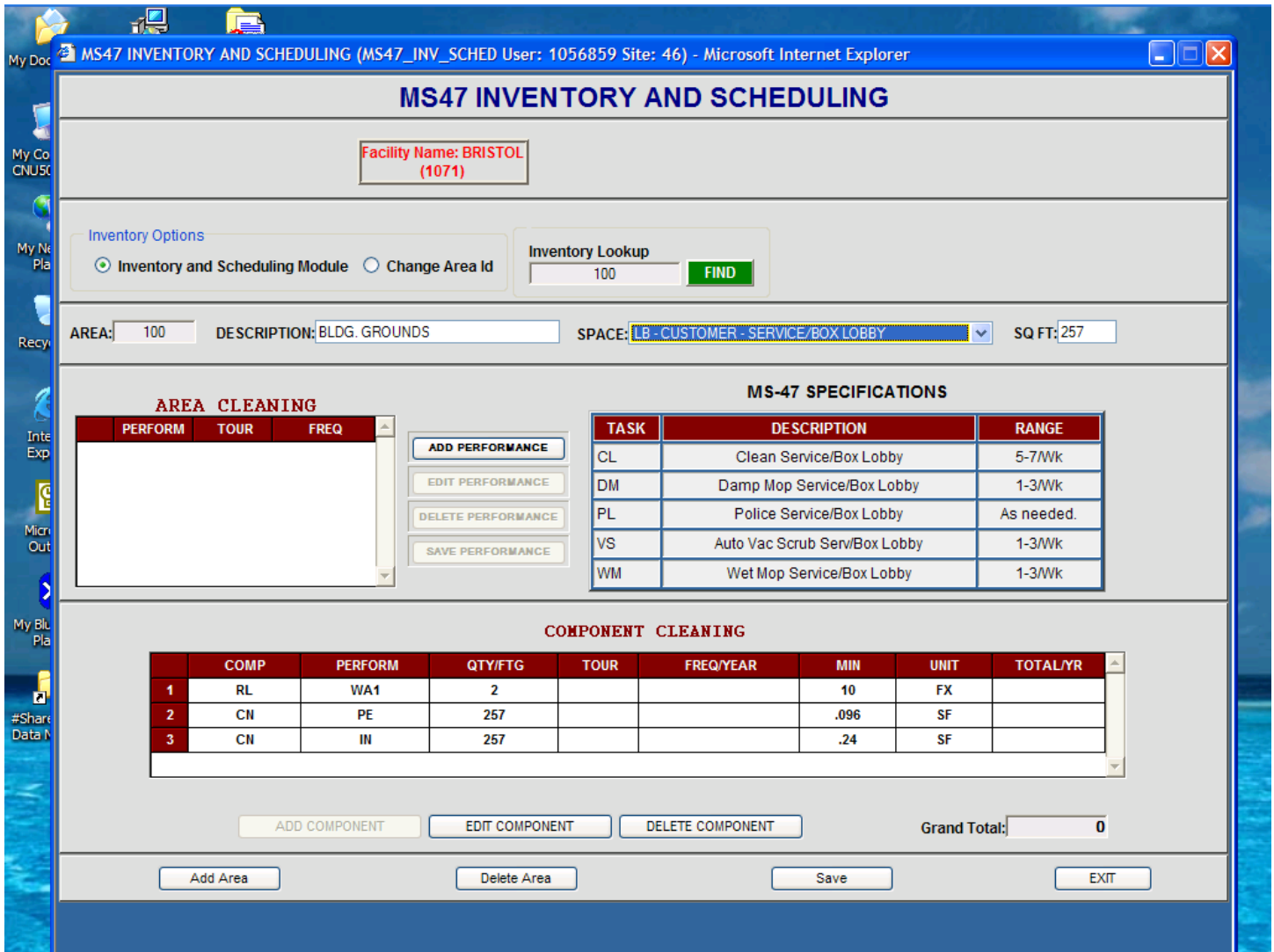

4. To select an Area, double click anywhere in the row to open the inventory screen:

INVENTORY AND SCHEDULING OF AREA CLEANING

This screen will allow the user to edit all information describing the area, enter all scheduled servicing for the area in accordance with the 1983 MS-47 handbook, enter all components, and schedule component servicing in accordance with the 1983 MS-47 handbook.

1. The box labeled AREA CLEANING is used for scheduling all required servicing for the unique space identified in the field SPACE.

2. The box identified as MS-47 SPECIFICATIONS identifies all possible weekly or more frequent servicing that is identified in the MS-47 Handbook for the unique SPACE.

3. Click the ADD PERFORMANCE button to schedule the desired service or select the service to be edited by highlighting it and then clicking the EDIT PERFORMANCE button.

4. When either button is clicked, the following screen will appear:

   a. **NOTE: All scheduling of policing and sweeping of exterior areas and sweeping of interior parking/maneuvering area is scheduled in this section.**

b. Enter the desired PERFORMANCE listed in the SPECIFICATIONS box by clicking the down arrow under PERFORM: and selecting.

c. Enter the desired TOUR by clicking the down arrow under TOUR: and selecting.

d. Enter the desired FREQUENCY by clicking the down arrow and selecting.

   i. **NOTE: If the selected frequency is either below or above the range listed in the RANGE column in the MS-47 SPECIFICATIONS box, an error message will appear. The frequency selected MUST be within the listed range. See page 26 to manage a FREQUENCY either below or above the listed range.**

e. Click the SAVE PERFORMANCE to SAVE or the CANCEL button to cancel the action.

COMPONENT INVENTORY AND SCHEDULING

5. The ADD COMPONENT button is activated AFTER the AREA PERFORMANCE has at least one service scheduled.
6. Clicking the ADD COMPONENT button or by selecting a component and clicking the EDIT COMPONENT button will display the following:

7. Component inventory and scheduled service is entered from this screen:
   a. Click the down arrow in the COMP box and select the desired component.
   b. Click the down arrow in the PERFORM box to select the service required by the component.
   c. Enter the quantity to be serviced in the QTY/FTG box.
   d. Select the tour by clicking the down arrow in the TOUR box.
   e. Enter the desired frequency per year in the FREQ box. This has to be the number of times per year.
   f. The MINUTES, UNIT, and TOTAL boxes will fill automatically.
   g. Click the SAVE button to save.
8. Click the exit button to return to the MAIN MENU.

PS FORM 4776 (ROUTES)

1. Click the PS FORM 4776 (ROUTES) button on the MAIN MENU to display the screen below:

ADD ROUTE

1. Click the appropriate type of route you wish to add in the ROUTE OPTIONS section, i.e., Daily/Weekly, Biweekly, Monthly, Quarterly, etc. (Senior Routes) or a Manual Route.
2. Click the ADD ROUTE button to display the Route Building screen below:

BUILDING A ROUTE HEADING

1. The Route Building process requires that the Route Heading be completed prior to assigning any tasks. The ASSIGN button is inactive until the Route Heading is completed and the SAVE ROUTE button is clicked.
2. In this initial version, the Route Number is assigned automatically and cannot be changed. This number is sequential and increases by one each time the ADD ROUTE button is clicked.
3. The Work Code and the Equipment Acronym is assigned automatically.
4. The DESCRIPTION field accepts both alpha and numeric characters.
5. On initial screen display, all scheduled tasks for the type of route (Daily or Senior) are displayed regardless of Tour, Space, or Frequency. This will assist in determining if all scheduled tasks have been assigned to a route.
6. The TOUR field is a <u>required field</u> and is completed by clicking the down arrow and selecting the desired tour.
7. The display of scheduled tasks will change to display only tasks scheduled on the selected tour.
8. Click the down arrow on the SPACE field to display the space types within the building.

PS FORM 4776 (ROUTES)

Finder **EXIT**

PS FORM 4776 (ROUTES) (MS47_PSFORM4776 User: 1035606 Site: 413) - Microsoft Internet Explorer

Routes Options
- ⦿ Daily/Weekly ◯ BW,M,Q...etc ◯ Manual

Route No 32 **FIND**

Facility Name: CLIFF ANNEX (3998)

ROUTE BUILDING

Route: 32

Tour: 2

Space: [ADMINISTRATIVE / COMMON / CUSTOMER / EXTERIOR / WORKSPACE]

Work Code: 06

Equipment Class:

Equip Number:

Eq. Acronym: BLDGS

	AREA ID	DESCRIPTION	SPACETYPE	TASK	MIN	TOUR	FREQUENCY	TASK TOTAL
1	AAAA	AAATEST	IP	SW3	.001	2	T T	1.2
2	ACCT8	ACCOUNTABLES	AO	PL	.002	2	M W F	1
3	ENTRANCE	ENTRANCE CORRIDOR	CO	CL	.006	2	M W F	.54
4	EXT PVD	XTERIOR PAVED-PARKIN	EP	PL	.001	2	W	63.96
5	LOBBY	LOBBY	LB	CL	.016	2	MTWTF	.02
6	LOBBY	LOBBY	LB	DM	.015	2	W	.02

ASSIGN **ASSIGN ALL**

UNASSIGNED TASKS

HOURS: 0.000

	AREA ID	DESCRIPTION	TASK	MINUTES	TOTAL
1	-	-	-	-	No Data Found

UNASSIGN **UNASSIGN ALL**

ROUTE NUMBER

HOURS: 0.000

CANCEL **SAVE ROUTE** **EXIT**

DATE:

9. The SPACE selection has six selections.
   a. The initial SPACE display is above. The blank (blue selection) will display all space types within the facility. The other selections will display grouped areas of the facility and will facilitate building routes to service adjacent areas. An example is building one route to service administrative offices, corridors, and office toilets or one route to service the workroom, adjacent workroom toilets, or platform.
   b. When a SPACE selection is made, the scheduled tasks will only display those areas in the selected group.
10. Click the down arrow on the FREQUENCY field to display the scheduled frequencies for selection.

PS FORM 4776 (ROUTES)

PS FORM 4776 (ROUTES) (MS47_PSFORM4776 User: 1035606 Site: 413) - Microsoft Internet Explorer

Routes Options
◉ Daily/Weekly   ○ BW,M,Q...etc   ○ Manual

Route No
32   FIND

Facility Name: CLIFF ANNEX (3998)

ROUTE BUILDING

Route: 32

Tour: 2

Space: ADMINISTRATIVE

Work Code: 06

Equipment Class:

Frequency:

F - FRIDAY
M - MONDAY ONLY
W - WEDNESDAY
T T - 2 TIMES A WEEK
M W - MON/WED
M W F - 3 TIMES A WEEK
MTWTF - 5 TIMES A WEEK
S T T - SUN/TUES/THUR
S - SATURDAY
S T T - SAT/TUES/THURS
S T TF - SAT/TUE/THUR/FRI
S MTWTF - 6 TIMES A WEEK
SS - SAT/SUN ONLY
SS T T - SAT/SUN/TUES/THUR TEST
SSMTWTF - 7 TIMES A WEEK
S T - SATURDAY/TUESDAY
S T - SUN/TUES

Equip Number:

Eq. Acronym: BLDGS

	AREA ID	DESCRIPTION	SPACETYPE	TASK	MIN		OTAL
1	ACCT8	ACCOUNTABLES	AO	PL	.002		
2	ENTRANCE	ENTRANCE CORRIDOR	CO	CL	.006		
3	OFF COR	OFFICE CORRIDOR	CO	CL	.006		
4	OFF COR	OFFICE CORRIDOR	CO	DM	.015		
5	OFF COR	OFFICE CORRIDOR	CO	PL	.002		
6	RAY1	OT	OT	CL	4		

ASSIGN
ASSIGN ALL
UNASSIGNED TASKS
HOURS: 0.000

	AREA ID	DESCRIPTION	TASK	MINUTES	TOTAL
1	-	-	-	-	No Data Found

UNASSIGN
UNASSIGN ALL
ROUTE NUMBER
HOURS: 0.000

CANCEL   SAVE ROUTE   EXIT

DATE: 1

11. The initial Frequency selection is shown as above and is the frequency choices for the specific facility. The blank (blue selection) will display all scheduled tasks regardless of the frequency but is not a valid selection. Some listed frequency must be selected prior to saving the route heading information and assigning tasks.
12. The listed frequencies are unique for each facility. All scheduled tasks are scheduled using these same frequencies and can be assigned to a route.
13. Selecting a specific frequency will display only those tasks scheduled at the selected frequency as shown below.
14. Enter the desired description of the route in the DESCRIPTION field.

PS FORM 4776 (ROUTES)

Routes Options
- ⦿ Daily/Weekly ○ BW,M,Q...etc ○ Manual

Route No 32 [FIND]

Facility Name: CLIFF ANNEX (3998)

ROUTE BUILDING

Route: 32
Tour: 2
Space: ADMINISTRATIVE

Work Code: 06
Equipment Class: (blank)
Frequency: M W F - 3 TIMES A WEEK

Equip Number: (blank)
Eq. Acronym: BLDGS
Description: (blank)

	AREA ID	DESCRIPTION	SPACETYPE	TASK	MIN	TOUR	FREQUENCY	TASK TOTAL
1	ACCT8	ACCOUNTABLES	AO	PL	.002	2	M W F	1
2	ENTRANCE	ENTRANCE CORRIDOR	CO	CL	.006	2	M W F	.54
3	OFF COR	OFFICE CORRIDOR	CO	PL	.002	2	M W F	.83

[ASSIGN] [ASSIGN ALL]
UNASSIGNED TASKS
HOURS: .04

	AREA ID	DESCRIPTION	TASK	MINUTES	TOTAL
1	-	-	-	-	No Data Found

[UNASSIGN] [UNASSIGN ALL]
ROUTE NUMBER
HOURS: 0.000

[ADD ROUTE]   [DELETE ROUTE]   [SAVE ROUTE]   [EXIT]

15. Click the SAVE ROUTE button to save the Route Heading and enable the ASSIGN tasks buttons.
16. Note above that the only available tasks are those in the Administrative group, assigned to Tour 2 and serviced on Monday, Wednesday, and Friday.
17. The UNASSIGNED TASKS HOURS field is enabled and displays the total hours and tenths of the unassigned tasks.
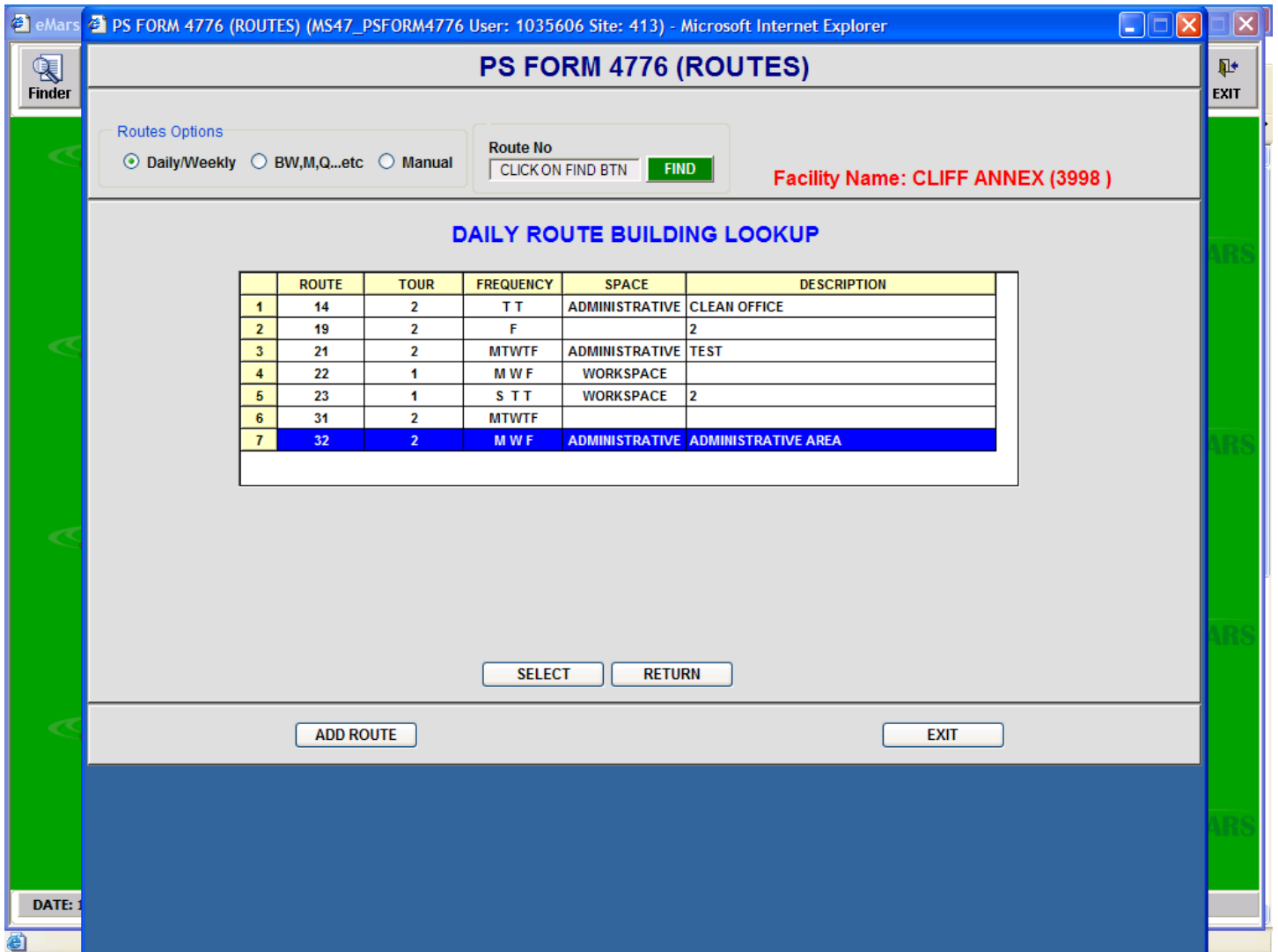
ASSIGNING TASKS

1. To assign tasks to a route, select the task by highlighting it and clicking the ASSIGN button. The selected task will move to the ROUTE DETAIL section. The Unassigned Tasks Hours will decrease, and the Route Number Hours will increase.
2. To move all unscheduled tasks at once, click the ASSIGN ALL button.
3. Highlighting a task and clicking the UNASSIGN or UNASSIGN ALL buttons will move the assigned tasks back to the unassigned section.
4. Click the SAVE ROUTE button to save the assigned tasks to the displayed route.

VIEWING OR EDITING AN EXISTING ROUTE

1. From the MAIN MENU click the PS FORM 4776 (ROUTES) to display the following screen:

2. Select the desired type of route in the ROUTE OPTIONS section and then click the FIND button to display a list of all routes of that type.

PS FORM 4776 (ROUTES)

Routes Options
- ⊙ Daily/Weekly ○ BW,M,Q...etc ○ Manual

Route No
CLICK ON FIND BTN **FIND**

Facility Name: CLIFF ANNEX (3998)

DAILY ROUTE BUILDING LOOKUP

	ROUTE	TOUR	FREQUENCY	SPACE	DESCRIPTION
1	14	2	T T	ADMINISTRATIVE	CLEAN OFFICE
2	19	2	F		2
3	21	2	MTWTF	ADMINISTRATIVE	TEST
4	22	1	M W F	WORKSPACE	
5	23	1	S T T	WORKSPACE	2
6	31	2	MTWTF		
7	32	2	M W F	ADMINISTRATIVE	ADMINISTRATIVE AREA

SELECT   **RETURN**

ADD ROUTE   **EXIT**

3. Highlight the desired route and click the SELECT button.
4. The ROUTE BUILDING screen will appear and will allow the user to assign more tasks to the route or to unassign tasks.
5. The only field that can be changed in the Route Heading is the DESCRIPTION.

DELETING A ROUTE

1. Routes can only be deleted form the Route Building screen.
2. To delete a route, select the route from the FIND screen, and then click the DELETE ROUTE button.
3. The route will be deleted but the route number cannot be used again.

MANUAL ROUTES

ADD ROUTE

1. From the initial Route Building Screen, select the MANUAL button in the ROUTE OPTIONS section and then click ADD ROUTE.

2. As shown above, complete the required fields in the ROUTE HEADER.
   a. The ROUTE NUMBER must be numeric.
   b. Enter the ORIGINAL ISSUANCE DATE and THE DATE LAST REVISED by clicking the calendar icon and selecting the date.
   c. The FREQUENCY drop-down box lists frequencies contained in eMARS.
   d. Click the SAVE ROUTE box to display the ADD TASK screen and enable the ADD TASK button.

ADD TASKS

1. Add a task by clicking the ADD TASK button and completing the entry as shown above.
2. Click SAVE TASK to return to the previous screen.
3. Add as many tasks as desired and then click SAVE ROUTE.
4. Any task can be edited by highlighting the task and clicking the EDIT TASK button.

SYSTEM

1. From the MAIN MENU, click the SYSTEM button to display the System screens.
2. The first screen will be for Breaks/Washup/Training. Select other screens by selecting the buttons along the top.

BREAKS/WASHUP/TRAINING

1. Enter the percentage of time that will be added to the PS Form 4852. **NOTE: This is for USPS custodians only.**
   a. An example is: If a custodian has two 15-minute breaks each day, divide the 30-minute total by 480 minutes in an 8-hour workday and enter that number. In this case, the number would be 0.0625.
   b. Washup time is calculated the same way.
   c. Training time is calculated by determining the number of training hours per year and then dividing by the yearly hours.

BASIC INFO

1. All fields are required and must be completed prior to continuing.

ADDITIONAL REQUISITION

1. This information is necessary for contracting of cleaning services. Complete all fields.

SUGGESTED SOURCES

1. Enter the names and addresses of local companies/persons that may be interested in providing cleaning services.

FREQUENCY

1. The listed frequencies are unique to the specific facility.
2. ADD a frequency by clicking the ADD button and entering the required information.
3. EDIT the description of a frequency by highlighting a frequency clicking the EDIT button and changing/entering information.
4. SAVE the new/changed information by clicking the SAVE button.

REPORTS

(User Manual still under development)
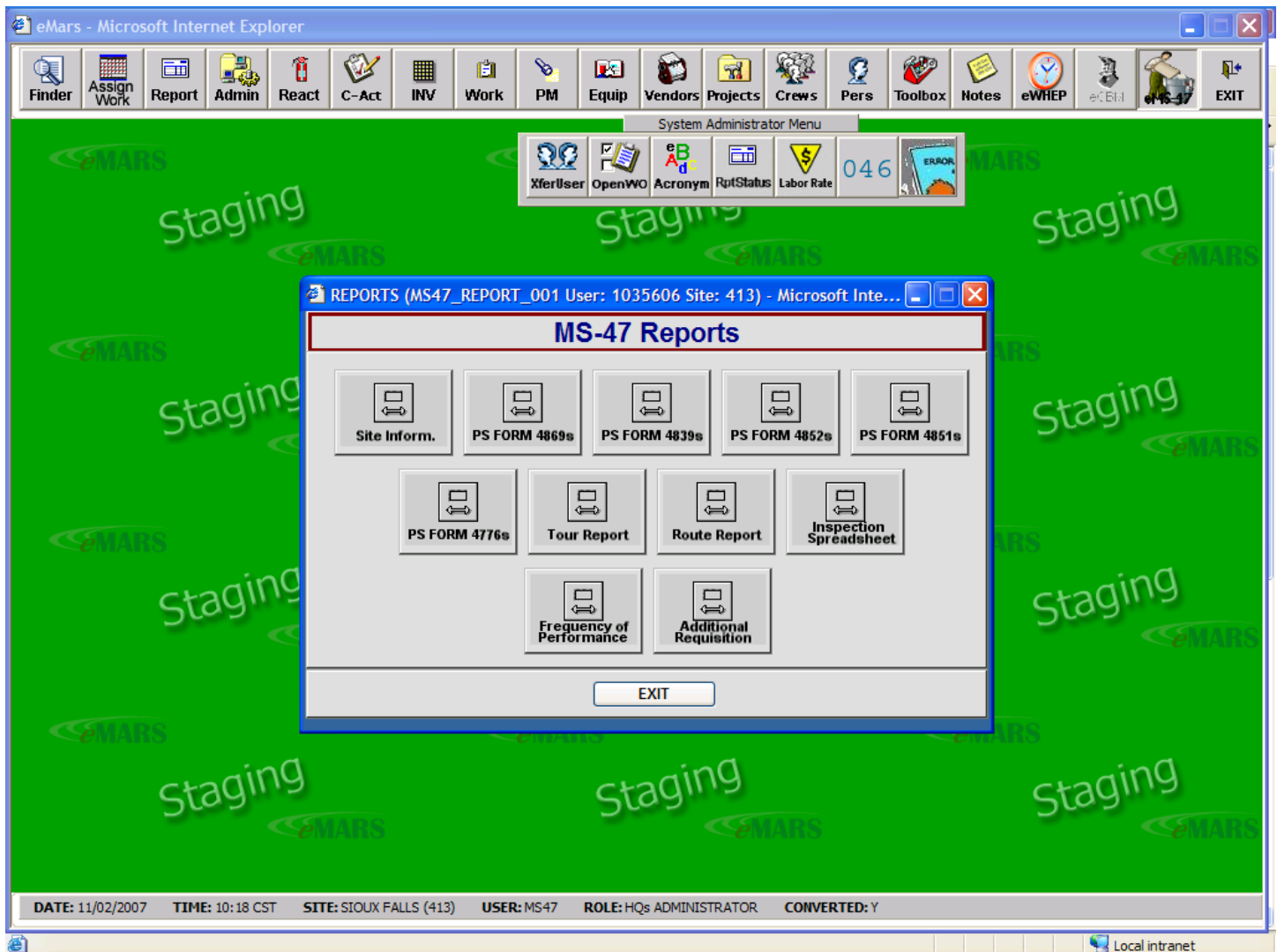
1. All reports for the MS-47 application are printed from this module.
2. After clicking the button for the desired report, two more selections may appear.
   a. The next selection will be the Report Selection. Most reports will have at least two selections available, select the desired report by clicking the icon. Some reports will display at this point.
   b. Depending on the format of the data, the next selection will be the format of the report. Display in PDF format is the default. If another format is desired, select by clicking the selection.
   c. Click RUN REPORT to display the report.

SITE INFORMATION

1. Clicking the SITE INFORM icon will produce a report showing the totals of the inventory square footage entered in the eMS47 application. This may or may not match the same information in eMARS.
   a. If the inventory entered does not allow for subcontracting cleaning services, the square footage will be listed in the Postal Maintained section.

b. If the inventory entered does allow for subcontracting cleaning services in accordance with the National Agreement and the Administrative Support Manual, the square footage will be listed in the Non-Postal Maintained.
c. The listing of the square footage in the appropriate section IS NOT dependent on whether or not the facility is serviced by contract cleaners.

PS FORM 4869

1. Clicking the PS Form 4869s icon will display a selection of PS Form 4869 reports.
2. The first selection is the PS Form 4869 displaying all areas, square footage and components listed in the inventory.
    a. The report is displayed in Area ID order with those areas having components listed first, followed by those areas have no components listed.
    b. Toilet fixtures and stairway flights are displayed in the same column.
    c. All components not having a column is displayed in the MISC. column with an acronym.
    d. A list of acronyms for the MISC. column is listed at the top of the column.
3. The next selection is the PS FORM 4869 displaying only the grand totals of the entered inventory.
    a. The toilet fixture column totals only the toilet fixtures. Stairway flights are not included.
    b. Both interior and exterior square footage is totaled in the SqFt of Area column.
    c. No total is displayed for the MISC. column.
4. The next selection is a blank PS Form 4869 for manual entry.

PS FORM 4839

1. Clicking the PS Form 4839 icon will display a selection of PS Form 4839 reports.
2. The first selection is the PS Form 4839 displaying all areas scheduled for daily/weekly servicing.
    a. All types of servicing, i.e., cleaning, policing, wet mop, damp mop, floor scrub, and vacuum scrub are displayed on the same row for an area. The total row at the bottom will facilitate determining which service is being performed in a specific area.
        i. This form will probably be changed in a future version.
3. The next selection is a blank PS Form 4839 for a manual worksheet.
4. The next selection is Tag PS Form 4839.
    a. This selection displays another screen that allows the user to display the PS Form 4839 for specific types of space.
    b. More than one selection may be checked for the report.
    c. The SPACE TOTAL on each page is the total for all of the types of space selected.
    d. Click the PRINT button to produce the report.

PS FORM 4852

1. Clicking the PS Form 4852 icon will display a menu with three selections.
2. Clicking the PS Form 4852 icon on this menu will print the report.
3. The PS Form 4852 report will print with the following format.
    a. The first page will be blank except for the left bottom side. This page can either be used as a cover page or tossed.
    b. The left upper section of the second page will print the units serviced per week and calculate the Minutes per Week for each area serviced.
        i. The number of 12-foot stairway flights cleaned per week will print on this page.
        ii. The number of both 12 and 18-foot stairway flights that are policed will print on this page.
        iii. The number of 18-foot stairway flights that are cleaned will print on the next page.
    c. The right section will print the total quantity of units serviced that have the same frequency per year.
    d. Units that have a different frequency per year will print on other pages
    e. Items that are listed on the PS Form 4852, i.e., Interior Parking and Maneuvering, will print on the bottom right of the PS Form 4852.

4. Clicking the EDIT RIGHT SIDE OF FORM 4852 icon will display another screen for manual data entry.
5. Click the ADD button to add tasks and times to the PS Form 4852.
NOTE: If a facility wishes to schedule a task at a lower frequency then is listed in the MS-47 housekeeping manual, the system will not allow the entry. If the exception is granted after Area discussions with the APWU, the weekly/annual minutes are to be entered on the right side of the PS FORM 4852. The minutes are entered as a minus number (-).

a. The Seq. Number is for the system use only and is automatically entered.
b. The Job Requirement field is free entry and accepts alpha characters, i.e., "Dust ceiling fans"
c. The Operation field is also free entry to describe the task, i.e., Dust.
d. The Unit field is for the unit of measurement, i.e., EA or SqFt.
e. Minutes Per is the local time for performing the operation one time on one unit and can be decimal numbers or whole numbers.
f. Quantity is the number of units to be serviced.
g. Frequency is the number of times per year the operation is performed.
h. Annual Minutes is calculated by the system.
i. Click the SAVE button to save each entry.
j. The entered tasks will be printed on the bottom right side of the PS Form 4852.

6. The Gross Interior and Exterior Paved and Exterior Unpaved quantities printed on the top of the PS Form 4852 are calculated from the entered inventory.

PS FORM 4851

1. Clicking the PS FORM 4851 icon will print a blank form for use in the required quarterly and annual housekeeping inspections.

PS FORM 4776

1. Clicking the PS FORM 4776 icon will display a menu screen.
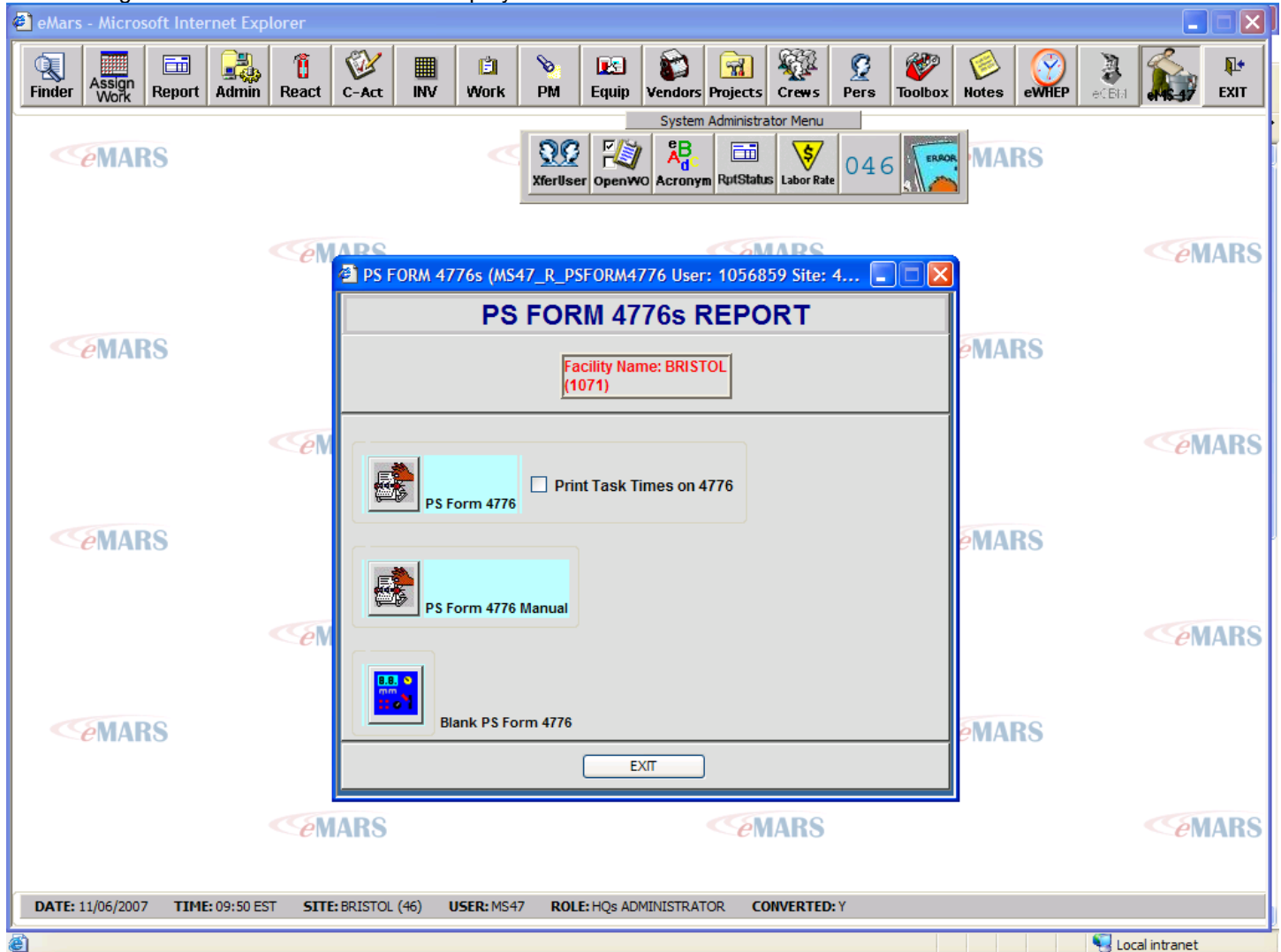
2. The "Print Task Times on 4776" will print the one-time time for each route task entered on all PS Form 4776. This is a local option and is not required by the MS-47 housekeeping manual.
3. Click the PS Form 4776 icon to print all the Daily/Weekly/Senior routes entered in the system.
4. Click the PS Form 4776 Manual icon to print all manual routes entered in the system.

TOUR REPORT

1. Clicking the Tour Report icon will print a report showing all Daily/Weekly Route hours scheduled per tour per day.

ROUTE REPORT

1. Clicking the Route Report icon will print a report displaying all routes with their description and time.

INSPECTION SPREADSHEET

1. Clicking the Inspection Spreadsheet icon will allow the user to download an Excel file for use in inspections of larger facilities. This information must then be consolidated on PS FORM 4851.

FREQUENCY OF PERFORMANCE

1. This report is used only for supplying scheduling information to a potential contractor. This information is required for requesting contract services.
2. Clicking the Frequency of Performance (Daily/Weekly) icon will print a report showing all scheduled servicing of areas within the facility showing the day of the week the task is scheduled.
3. Clicking the Frequency of Performance (Other) icon will produce a report showing all project work but will not have any scheduling. The user must complete the form showing the month in which the service should be performed.

ADDITIONAL REQUISITION

1. Clicking the Additional Requisition icon will print a report listing the information entered in the Additional Requisition section of the SYSTEM menu. This information is required for requesting contract services.