



eMARS Version Handbook February 27, 2007

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RECORD OF CHANGES

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1.0 HANDBOOK INFORMATION

This handbook provides the information and procedures required to use the eCBM online Preventive Maintenance management system.

1.1 ABBREVIATIONS AND ACRONYMS

TERM	DEFINITION
APCU	All Purpose Container Unloader
Ave.	Average
eCBM	Electronic Conditioned Based Maintenance
eMARS	Electronic Maintenance Activity Reporting and Scheduling
EOR	End Of Run
Est.	Estimated
ID	Identification
MEA	Maintenance Engineering Analyst
Min.	Minimum
MTSC	Maintenance Technical Support Center
РМ	Preventive Maintenance
PUN	Pallet Unloader
Req'd	Required

1.2 TECHNICAL SUPPORT

Please direct any questions or comments to:

MTSC Help Desk PO Box 1600 Norman, OK 73070-1600 FTS 2000 (405) 573-2123 Toll Free (800) 366-4123

2.0 OVERVIEW

The electronic Condition Based Maintenance (eCBM) online application creates and maintains Preventive Maintenance (PM) checklists, records, and reports for various kinds of mail processing equipment. It resides on the electronic Maintenance Activity Reporting and Scheduling (eMARS) web site as part of the eMARS system. Accessing the eCBM application requires logging in to the eMARS system.

At eMARS Supervisor-level login, local PM tasks and checklists may be created and PM tasks that do not apply to the configuration of a machine may be suspended.

The eCBM application assigns each PM checklist a unique ID number. Only one checklist can be created per machine, per day. The eCBM application automatically generates a PM checklist if none has been created by the end of a day. Print a PM checklist as many times as necessary.

A PM checklist may be submitted repeatedly until a new one is created. PM tasks on a checklist may be reported as "completed", "deferred", or "pending" (default). Tasks that are deferred or pending appear on the next PM checklist generated.

The four-week (28-day) workload forecast uses End-Of-Run (EOR) data acquired during the same period from the previous year. It uses national average daily running hours and pieces fed data when previous data is not available. EOR data (operational running time and number of pieces fed) may be reviewed and printed by date and equipment.

Checklists, tasks, deferred tasks, and completion reports can be reviewed and printed.

3.0 eCBM LOGIN PROCEDURES

Log into *eMARS Web Site* (Figure 3-1) before accessing the eCBM system. For more information about user privileges and passwords, refer to the *eMARS User's Guide* at <u>http://emarss14.eng.usps.gov/emars-html/eMARSUserGuides.pdf</u>

1. Click the Enter Application button.



Figure 3-1 eMARS Web Site



2. eMARS LOGIN screen appears (Figure 3-2).

Figure 3-2 eMARS Login

- 3. To view the site catalog only, click **Login for Catalog Only** and click **OK**. This checkbox shows only the site catalog. For more information about this option, refer to the *eMARS User's Guide*.
- 4. Enter **User Logon** name. This is not case-sensitive.
- 5. Enter **Password**. This is case-sensitive.
- 6. Click **OK**.



7. Depending on user privileges, the login level dialog box appears (Figure 3-3).

Figure 3-3 Login Level Dialog

3.1 SELECT SITE

- 1. When login level dialog box appears, click **OK**. Site Selection screen appears (Figure 3-4).
- 2. Click Site dropdown.



Figure 3-4 Site Selection

- 3. Site list appears (Figure 3-5). Number of sites available for selection depends on login level.
- 4. Highlight site and click **OK**.



Figure 3-5 List of Sites

3.2 ACTIVATE eCBM APPLICATION

- 1. eCBM button becomes active (Figure 3-6).
- 2. Click the **eCBM** button.



Figure 3-6 eMARS with eCBM Button Activated

3.3 SUBSITE SELECTION

- 1. Select a SubSite from the SubSite dropdown list (Figure 3-7).
- 2. Click **OK** to continue.

🕘 eMars - Microsoft Inte	rnet Explorer	
Finder Sched Report	Image: Admin Image: Conduct and the second seco	
CENARS	Svstem Administrator Menu CEBM_MAIN_001 User: 1028097 Site: 7) - Microsoft Internet Explorer	(
	eCBM	
eMAn		6
A MARS	▲ eCBM SubSite Selection (ECBM_FACILI ?)	
eMAR	eCBM SubSite Selection	6 6
CEMARS	Loading E	
emar	PLEASE SELECT A SUBSITE	5 C
CEMARS		Œ
eMAR		5 G
SMARS	EXIT	~
		6

Figure 3-7 eCBM SubSite Selection

4.0 eCBM MAIN MENU

The *eCBM Main Menu* screen (Figure 4-1) allows access to the following six features of the eCBM Application: **CHECKLIST**, **FORECAST**, **PM TASK**, **EQUIPMENT PROFILE**, **MANAGEMENT**, and **REPORTS**. The availability of each feature depends upon LOGON level.

4.1 CHECKLIST

- 1. Choose **Equipment Type** from its dropdown list. Equipment Type lists equipment available at the site displayed in the **Subsite Name** box
- 2. Choose **Equipment No.** from its dropdown list. Equipment No. displays numbers available for that equipment.
- 3. Click CHECKLIST button to access eCBM PM CHECKLIST screen.

🗿 USPS eMARS - Maintenance Activity Reporting & Scheduling - Microsoft Internet Explorer	_ 7 ×
File Edit View Favorites Tools Help	AU .
🕲 Back * 🐑 * 🖹 🖉 🏠 🔎 Search 👷 Favorites 🜒 Media 🧐 🙆 * 🥁 🗹 *	
Address 🕘 http://emarss14.eng.usps.gov/pls/newnmdev/EM_APP_HOMEPAGE_PRC	✓ 🔁 Go Links ≫
🗿 eCBM Main Menu (ECBM_MAIN_001 User: 1028097 Site: 7) - Microsoft Internet Explorer	-
eCBM	
*** Main Menu ***	
Subsite Name: ALBUQUERQUE Equipment Type: APPS VEquipment No: 006 V	
please specify an equipment No. above before going any further!	
CHECKLIST	
FORECAST PM TASK	
EQUIPMENT PROFILE MANAGEMENT	
REPORTS	
EXIT	
Done	✓ Version Street

Figure 4-1 eCBM Main Menu

4. *eCBM PM CHECKLIST* screen appears (Figure 4-2). Here you can submit, print, or create a Preventive Maintenance (PM) checklist.

🖉 eCBM Submit Checklist (ECBM	_SUBMIT_LIST User: 1031252	Site: 7) - Wir	ndows Internet E	xplorer	- DX
	eCBM PM C	HECKL	IST		
Subsite Name: ALBUQUE	RQUE Equipment Type:	AFCS	Equipment No.:	1 Class Code	a: AD
	SUBMIT C	HECKLIST	•		
List No.	Creating Date	Site Name		Owner	
22841	JAN 09, 2007	ALBUQUERQ	UE	WHO PRINTED?	
click on the checklist no. to sub	mt it.				
List No	D.				
	CREATE	HECKLIST	r		
Skill Level	Creating PM Checklists				
		LIST OF WAR	NING AND SAFETY TA	ASKS	
ET		MAIL S	SEARCH CHECKLIST		
		AFCS-AD	Master Tasl	k List	
hold Ctrl to select multiple leve	els select the skill level(s)	and click the b	outton below To Cf	REATE PM Checklist	For Today
	ITIW	IOUT TASK DETA	ILS WITH T	TASK DETAILS	
		EVIT			
		EAII			

Figure 4-2 eCBM PM Checklist

4.1.1 Submit Checklist

The Submit Checklist feature records a completed PM Checklist of preventive maintenance tasks developed for one or more machines within the selected Equipment Type. For example, PM Checklist "22841" in Figure 4-2 is a checklist for the PM tasks created for the particular AFCS equipment (equipment no. 1) located at Albuquerque. Each checklist has a unique ID number assigned to it.

		eCBM PM (CHECKI	IST		
Subsite Na	ame: ALBUQUERQUE	Equipment Type:	AFCS	Equipment No.:	1 Class Code.:	AD
		SUBMITO	HECKLIS	т		
ode 1 ESC Lack	2 k Of Time Not Needed At This Time	Task Def 3 Parts Not Availa	erral Codes 7 ble Operatio	on Requirement	8 Down For Maintenance	W Workin
You a	are trying to submit checklist No. 22	841, Please mark a	ll tasks you ha	ave done, then pr	ress the button "Submit" I	elow
Task ID	Part or Component		Task Pending	Task Completed	Task Deferred	
2	SEVERITY 1DCC		۲	0	1020307080	wo
5	SEVERITY 1CLOSE DOORS		۲	0	1020307080	wO
6	SEVERITY 1ID TAG PRINTER		۲	0	1020307080	wO
7	SEVERITY 1SINGULATOR		۲	0	1020307080	wO
8	SEVERITY 1BUFFER FEEDER		۲	0	1020307080	wO
13	SEVERITY 2POWER DOWN		۲	0	1020307080	wO
17	SEVERITY 2EDGER EXTRATOR	SHINGLER	۲	0	1020307080	wO
18	SEVERITY 2SINGULATOR		۲	0	1020307080	wO
19	SEVERITY 2SING. LEVELER		۲	0	1020307080	wO
20	SEVERITY 2BUFFER FEEDER		۲	0	1020307080	wO
	Est. Time(min) Req'd: 764 minutes	1		Actual Time Sp	ent: minutes	
	PACK	SUD			E VIT	

Click List No. button to open the Submit Checklist screen (Figure 4-3).

Figure 4-3 Submit Checklist

The following explains the Submit Checklist screen in more detail.

- *Task ID* column: Each PM task has an assigned number button in the Task ID column. Clicking on that number button brings up a screen that explains the task in more detail (Figure 4-4).
- Part or Component column: Identifies part or component involved in the task.
- *Task Pending* column: Select column if task is not completed. eCBM software makes this the default status for all tasks.
- *Task Completed* column: Select column when task is completed.
- *Task Deferred* column: Select a deferral code for a task to be deferred. Select from codes listed above tasks. For deferral codes "3" and "W", a comment box opens to allow further explanation for deferral.
- *Total Number of Tasks*: Box at bottom of screen (not shown in Figure) displays total number of tasks listed in the checklist.
- *Est. Time (min) Req'd*: Box displays estimated time (in minutes) to complete tasks listed in checklist.
- Actual Time Spent: Box accepts time (in minutes) spent to complete PM tasks listed on checklist, and it must be filled in before checklist can be submitted.
- *SUBMIT:* Records and submits completed task list, and generates PM Activity Card (Figure 4-5) to be printed and completed.



Figure 4-4 Task Details



Figure 4-5 PM Activity Card

4.1.2 Create Checklist

Use CREATE CHECKLIST portion of the screen (Figure 4-6) to access further *LIST OF WARNING AND SAFETY TASKS, MAIL SEARCH CHECKLIST, OPERATIONAL MAINTENANCE CHECKLIST,* and *PM CHECKLIST FOR TODAY* screens. There is also a link that displays the Master Task List (a comprehensive list of all tasks that can be performed on the machine); Figure 4-6 shows "<u>AFCS-AD Master Task List</u>" as an example.

eCBM Submit Checklist (ECBM	_SUBMIT_LIST User: 1031252	2 Site: 7) - Windows Inte	rnet Explorer	- D ×
	eCBM PM C	CHECKLIST		
Subsite Name: ALBUQUER	RQUE Equipment Type:	AFCS Equipment	t No.: 1 Class Code.	: AD
	SUBMIT	HECKLIST		
List No.	Creating Date	Site Name	Owner	
22841	JAN 09, 2007	ALBUQUERQUE	WHO PRINTED?]
click on the checklist no. to subr	nt it.			
Skill Lovol		CHECKLIST		
Skill Level		LIST OF WARNING AND SA	AFETY TASKS	
ET		MAIL SEARCH CHE	CKLIST	
MPE MM5		OPERATIONAL MAINTENAN	ICE CHECKLIST	
MM4		AFCS-AD Master	Task List	
noid ctri to select multiple leve	select the skill level(s)) and click the button below HOUT TASK DETAILS	W To CREATE PM Checklist I WITH TASK DETAILS	For Today
		EXIT		

Figure 4-6 Create Checklist

4.1.2.1 List Of Warning And Safety Tasks

Click **LIST OF WARNINGS AND SAFETY TASKS** to open *PM Warnings* screen (Figure 4-7). This screen provides a summarized list of all relevant warning and safety messages applicable to performing maintenance.

🗿 PM Checklis	t - Mic	rosoft Internet Exp	lorer			- DX
			Print It Close Window			
			AFCS PM Warnings			
	Task ID	Part or Component	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req`d (min)	Min. Skill Level	=
	W1	SAFETY STATEMENT	COMPLY WITH ALL SAFETY PRECAUTIONS Be alert around operating equipment. Do not wear loose fitting clothing; long sleeves; jewehy; or neckties. USE OF COPRESSED OR BLOWN AIR IS PROHIBITED. When cleaning is required; an alternative cleaning method such as a HEPA filter vacuum cleaner; a damp cloth; line-free cloth or brush; must be used in place of compressed or blown air. Disconnect power and activate lockout devices as appropriate while working on this equipment. Report safety deficiencies to your supervisor immediately upon detection. IN THE PROCESS OF EXERCISING THE STEPS IN THIS GUIDELINE; CHECK FOR SUSPICIOUS DUST OR UNUSUAL DEBRIS. IF ANY UNUSUAL SUBSTANCE IS FOUND NOTIFY SUPERVISION IMMEDIATELY.	0	All	
	C1	FINAL- CLEANUP	PREPARE AREA FOR OPERATIONS: Secure Machine and Remove any Tools; Rags; and Cleaning Agents Form the Area.	2	A11	
			COMPLY WITH ALL SAFTY PRECAUTIONS.		£1.	~
Cone Done					S Loca	al intranet

Figure 4-7 PM Warnings

- *Task ID*: Lists unique task ID assigned to task. Tasks begin with "W" (for warning) and "C" (for clean up).
- Part or Component. Identifies part or component task applies to.
- Task Statement and Instruction: Describes task.
- Est. Time Req'd (min): Gives estimated time (minutes) to complete task.
- *Min Skill Level*: Lists minimum maintenance skill level(s) required for task.

4.1.2.2 Mail Search Checklist

Click **MAIL SEARCH CHECKLIST** to open Mail Search Checklist screen (Figure 4-8). This screen lists the frequency and the following information for each PM task:

- *Task ID*: Lists unique task ID assigned to task. Safety tasks begin with "W" (for warning). All other IDs are numbers.
- Part or Component: Identifies part or component task applies to.
- Task Statement and Instruction: Describes task.
- Est. Time Req'd (min): Gives estimated time (minutes) to complete task.
- Min Skill Level: Lists minimum maintenance skill level(s) required for task.
- *Task Deferral Code*: Displays deferral code of any task not completed on every subsequent checklist until task completed.
- *Days 2 Live*: Displays number of days remaining for task to count successfully toward completion rate. Negative numbers represent number of days overdue.

Aicrosoft Interne	et Explorer				_	_		_	
		F	Print It Close	e Window					
	U.S. Postal Service IDENTIFICATION								
	Maintenance	Checklist	Work Code	Equipment Acronym	Class	Code	ID	Туре	
			03	APPS	A	A	342760	м	
Eq. AU	uipment Nomenclature JTOMATED PACKAGE P SINGLE AN	ROCESSING SYSTEM - D DUAL	Eq`t No. 006	Site Name ALBUQUERQU	E	Frequ T	ency 'oday Worl	k	
		Ma	il Search	Checklist					
Tas II	sk Part or D Component	Task s (Comply wit	Statement and h all current sa	Instruction afety precautions)	Est. Time Req`d (min)	Min. Skill Level	Task Deferral Code	Days 2 Live	
12	24 SHAFT	<u>Safty Task</u> (Power 6 Enter Task Statement Characters).	Dn/Running) and Instruction	here (Maximum 4000	30	All	local task created by ECBM EACCESS in 10- MAY-06	1	
1	ALL PURPOSE CONTAINER UNLOADER	Priority Task PERFORM MAIL Perform mail search a Remove covers and p Search for mailpieces. Return all mail found o	SEARCH. s follows: anels as necessa huring mail searc	ary. ch to the proper mail path.	1	MM4		1	
		Report unloader dama	age.						
									👻 Local intr

Figure 4-8 Mail Search Checklist

4.1.2.3 Operational Maintenance Checklist

Click OPERATIONAL MAINTENANCE CHECKLIST to open *Operational Maintenance Checklist* screen (Figure 4-9).

🗿 PM Checklist - Microsoft Inte	ernet l	Explorer								_ 6
			ſ	Print It Close	Window					
		U.S. I	Postal Service		IDENTIFICATI	ON				
		Mainten	ance Checklist	Work Code	Equipment Acronym	Class C	ode	ID	Туре	
	T			03	APPS	AA		342760	м	
	AUTO	MATED PACK	AGE PROCESSING SYSTEM -	Eq tino.	Site Ivame	Frequency				
		SING	LE AND DUAL	006	ALBUQUERQUE		To	day Wor	k	
<u> </u>										
			Operation	al Mainte	enance Checklist					
						Est.	Min	Task	Davs	
	Task ID	Part or Component	Task St (Comply with	atement and In all current safe	nstruction etv precautions)	Time Rea`d	Skill	Deferral	2	
	'n	component	(comply with	an current sate	ety precautons)	(min)	Level	Code	Live	
	117	SYSTEM	(Power On/Running) OPERATIONAL MAIN Perform the following opera operational (Non-PM) tour immediately. Record all find 1. Check warning horns and function.	TENANCE ational maintenau r. Report unsafe dings in the SMS d lights during m	nce checks at least once per conditions to supervisor 5 logbook: achine start-up for proper	19.6	MPE	E	0†	
			 Check for problems with and stairs to protect from sl Observe SMS system st 	n structural integ lips; trips and fal	rity of supervisor platform lls.					
	Total	time requried	1:19.6 minutes							
			F	Print It Close	9 Window					
a Done										Section 1 and 1 an

Figure 4-9 Operational Maintenance Checklist

This screen lists the frequency and following information for each task:

- *Task ID*: Lists unique task ID assigned to task. Safety tasks begin with "W" (for warning). All other IDs are numbers.
- Part or Component: Identifies part or component task applies to.
- Task Statement and Instruction: Describes task.
- Est. Time Req'd (min): Gives estimated time (minutes) to complete task.
- Min Skill Level: Lists minimum maintenance skill level(s) required for task.
- *Task Deferral Code*: Displays deferral code of any task not completed on every subsequent checklist until task completed.
- *Days 2 Live*: Displays number of days remaining for task to count successfully toward completion rate. A negative number represents days overdue.
- Total time required: Total estimated time allowed for all tasks.

4.1.2.4 Print (or Create) PM Checklist

Click **WITHOUT TASK DETAILS** or **WITH TASK DETAILS** button to open the equipment *PM Checklist* (Figure 4-10 shows WITH details). The WITHOUT and WITH buttons both show the same list, but the WITHOUT button only shows summarized descriptions of each task. Only one PM checklist per machine can be created per day. After a new checklist is created, the text above the two buttons changes to "To PRINT PM Checklist For Today". Print the PM checklist associated with Skill Level(s) selected on *eCBM PM CHECKLIST* screen.

🗿 PM Checklist - Microsoft Int	ternet l	Explorer								_ BX
		2	APPS PM Ch (Checklist No. : 81, Skill	Print It Close necklist printed l(s) : ET, Time:	Window by ECBM EACCESS Mon May 22 09:54:38 0	DT 2006)			
		U.S. 1	Postal Service		IDENTIFICA					
		Mainten	ance Checklist	Work Code	Equipment Acronym	Class C	ođe	ID	Type	
				03	APPS	AA	. :	342760	M	
3	Equip AUTO	ment Nomencl MATED PACK	ature AGE PROCESSING SYSTEM - LE AND DUAL	Eq`t No.	Site Name	F	requen	су		
		51101	LE AND DOAL	006	ALBUQUERQU	E	To	day Wor	k	
				Task Deferra	l Codes					
4	Code	• 1	2 3	;	7	8		W	7	
	DESC	CLack Of Time	Not Needed At This F Time A	Parts Not Available	Operation Requirement	Down Fo Maintenaı	r nce	N	/orking	
5	Task ID	Part or Component	Task St (Comply with	atement and In all current safe	nstruction ety precautions)	Est. Time Req`d (min)	Min. Skill Level	Min. Task Skill Deferral Level Code	Days 12 Live	
	W4	APPS	WARNING! Various products requiring is be utilized during the perforn Ensure the current MSDS for to all employees. When reo current MSDS be requested protective equipment. Dispo waste management policy a <u>View MSDS</u>	Material Safety i mance of the pro- or each product rdering such a p d. Refer to MSI ose of all chemic nd procedures.	Data Sheets (MSDS) may ocedures in this bulletin. used is on file and availab roduct; it is suggested that DS for appropriate person als in accordance with loc	/ le al al	All			
裔) Done			Disconnect power and appl Refer to current local locko lockout this machine. Open Check for suspicious dust o	ly lockouts when ut procedures to equipment and or unusual debris	a required by this instruction properly shutdown and inspect dust conditions. . If any unusual substance	on. is				S Ioralistraset

Figure 4-10 PM Checklist

The following explains the PM Checklist fields:

[1] **Print It** generates PM Checklist printout. **Close Window** button closes *PM Checklist* screen.

- [2] Fields indicate checklist number, maintenance skills required, printed by employee number, time, and date checklist last viewed/printed.
- [3] Additional checklist, machine, and site information.
- [4] Task Deferral Codes used within the Task Table.

- [5] Task Table columns:
 - *Task ID*: Lists unique task ID assigned to task. Clean up tasks begin with "C" and safety tasks begin with "W" (for warning). All other IDs are numbers.
 - Part or Component. Identifies part or component task applies to.
 - Task Statement and Instruction: Describes task.
 - Est. Time Req'd (min): Gives estimated time (minutes) to complete task.
 - Min Skill Level: Lists minimum maintenance skill level(s) required for task.
 - *Task Deferral Code*: Displays deferral code of any task not completed on every subsequent checklist until task completed.
 - *Days 2 Live*: Displays number of days remaining for task to count successfully toward completion rate. A negative numbers represents days overdue.

4.2 FORECAST (eCBM 28-Day PM Forecasting)

Select **FORECAST** from the **eCBM Main Menu** to view the *eCBM 28-Day PM Forecasting* screen (Figure 4-11). This screen displays the forecasted PM hours for a 28-day period, broken down by week. Click on **PM HOURS PER DAY** to see daily PM details. Click **SAFETY AND WARNING TASKS** to view safety information.

a eMars - Microsoft Internet Explorer	
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System Administrator Mer Sentantis Xfertiser Openwor Acronym RefStatus Labor	
COMARS COMARS COMARS	CMARS LICE
eCBM Forecast (ECBM_FORECAST User: 1028097 Site: 7) - Microsoft Internet Explor eCBM 28-Day PM Forecastin	
Subsite Name: ALBUQUERQUE Equipment Type: APPS Equipment N	No.: 006 Class Code: AA
High Level (hours) PDC Week 1 (5/32/2006 to 5/2/2006) Week 2 (5/30/2006 to 6/3/2/2006 (5/30/2006 to 6/3/2/2006) Week 3 (6/3/2/2006 to 6/3/2/2006) Total 22.290 25.65 22.90	Week 4 (6/13/2006 to 5/19/2006) 2/4.89
press the button "PM Hours Per Day" below for the details	
	da la companya da la
COSTIAITS PM HOURS PER DAY SAF	FETY AND WARNING TASKS
PRINT IT	EXIT
COMAINS COMAINS	C. CEMARS
CEMARS CEMARS	CEMARS CEN
DATE-05/2/2006 TIME-02:44 MST STTE-ALBUQUEDQUE (2) USED: ECRM ROLE-HOX ADMINISTRATOR CONVERTED: Y	eMARS VIEW

Figure 4-11 eCBM 28-Day PM Forecasting

4.2.1 PM Hours Per Day

The *Forecast Details Level (hours)* screen (Figure 4-12) presents the forecasted PM hours for each day of the calendar month. The current day is highlighted in yellow.

🗿 PM Checklist - Microsoft Int	ernet Explo	orer	_	_	_	_			_							_ 7
	Print It Close Window															
		Forecast Details Level (hours)														
	Saturd	lav	Sunday	M	ondav	Tues	dav	Wed	nesdav	Thur	sdav	Fri	idav			
		5/20	5/2	1	5/22	Today	5/23	3.2	5/24	2.3	5/25	3.3	5/26			
	2.6	5/27	6.3 5/2	8 2.6	5/29	3.3	5/30	2.6	5/31	5.2	6/1	2.3	6/2			
	3.3	6/3	5.6 6/	4 3.3	6/5	2.6	6/6	2.3	6/7	3.3	6/8	2.6	6/9			
	3.3	6/10	5.6 6/1	1 3.3	6/12	2.3	6/13	4.5	6/14	3.3	6/15	2.6	6/16			
	3.3	6/17	5.6 6/1	8 3.3	6/19	2.6	6/20									
					Drint It		- 10 <i>/</i>									
					(Print II		e vvinuo	w								
🖉 Done															🗐 Local intra	anet

Figure 4-12 Forecast Details Level (hours)

4.2.2 Safety and Warning Tasks

The *PM Warnings* screen (Figure 4-13) lists the current safety precautions associated with the equipment.

🚰 PM Checklist - Microsoft In	ternet E	Explorer				_ PX
			Print It Close Window			<u>^</u>
			APPS PM Warnings			
	Task ID	Part or Component	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req`d (min)	Min. Skill Level	
	W1	APPS	RESTORE SYSTEM TO OPERATIONAL MODE. Restore the system to operational mode as prescribed by the current local lockout/restore procedures. Ensure that the system is in the operational mode. System-wide; verify that all status indicators reflect healthy operation . Verify that computer cabinet cooling fans are operational by observing exhaust streamers. Investigate any failures or abnormalities and initiate corrective action if necessary.	12	All	
	W1	FINAL- CLEANUP	CLEAN-UP. Ensure all tools; hubricants; rags; etc.; are removed from the work area. Ensure all equipment covers are in place. Report all deficiencies to your supervisor and generate a work order; per local SOP; to document and initiate corrective maintenance activity. Annotate deficiencies found and repairs performed in the SMS electronic logbook.	1	All	
	W2	APPS	WARNING Be careful when working around or on equipment when power has been applied. Some of the following tasks require that the machine be running. Take precautions to prevent hair; clothing; tools; and test equipment from being caught in moving parts.	1	All	
名 Done	W3	APPS	POWER DOWN AND LOCKOUT POWER. Perform an orderly shut down of the APPS from the SMS. Power down the machine	12	All	Local intranet

Figure 4-13 PM Warnings

4.3 PM TASKS

This screen is available only with a supervisor-level password.

Select PM TASKS from the eCBM Main Menu to access this screen (Figure 4-14). It allows a task to be suspended, created, or edited.



Figure 4-14 eCBM PM Task

4.3.1 Suspend Task

Suspend or reactivate a PM task from the eCBM Suspend PM Task Screen (Figure 4-15).

A task suspension applies only to the individual machine selected. To suspend tasks for all like pieces of equipment, each must be suspended individually.

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Finder Sched Report Admin Rea	Image: Constraint of the state of the st	
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🖄 eCBM :	Suspend PM Task (ECBM_SUSPEND_TASK1 User: 1028097 Site: 7) - Microsoft Internet Explorer	
	eCBM SUSPEND PM TASK	
	Site Name: ALBUQUERQUE Machine Type: APPS Machine No.: 006 Class Code.: AA	
eMARS	Suspend/Re-activate PM TASK	e
Rout	te:	
Skill	k ▼	
State State		CE
eMARS	Enter Note Here For Suspending or Re-activating Task(Maximum 500	e
Note		
≪ ∂MARS		C
eMARS		6
	VIEW TASK SUSPEND EXIT	
MARS	CEMARS CEMARS	
MARS View	M MARS VIEW MARS VIEW	a
DATE: 05/23/2006 TIME: 06:49 MST	SITE: ALBUQUERQUE (7) USER: ECBM ROLE: HOS ADMINISTRATOR CONVERTED: Y	

Figure 4-15 eCBM Suspend PM Task

- *Route*: Drop-down lists the following task types:
 - MAIL SEARCH
 - OPERATIONAL MAINTENANCE
 - PREVENTIVE MAINTENANCE
- *Skill*: Drop-down lists the following skill levels:
 - ALL
 - Individual Levels

- **Task**: Drop-down lists all tasks that can be suspended or reactivated.
- Note: Text box for typing PM task suspension/reactivation text
- **View Task**: Click on the VIEW TASK button to access *eCBM PM Task Details* screen (Figure 4-16), showing details of the task to be suspended or reactivated.

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<i>(</i>	eCBM PM Task Details (ECBM_TASK_	DETAILS User: 1028097 Site: 7) - Microsoft Internet Explorer	
≪9MARS		eCBM PM Task Details	
eMARS	Subsite Name: ALBUQUERQUE	Equipment Type: APPS Equipment No.: 006 Class Code.: AA	e
	De	tails of APPS PM Task No.124	Ŭ
	Sub-Assembly	APPS	
C MARS	Part or Component	SHAFT	
TARS	Task Statement and Instruction	Safty Task (Power On/Running) Enter Task Statement and Instruction here (Maximum 4000 Characters).	
e Mihina	Est. Time Req'd (min)	10	6
	Min. Skill Level	All	
	Power On/Off	ON	
	Unit Name		
CEMARS	Runhours Threshold	-1	<u>(</u>
	Pieces Fed Threshold	-1	
	Weekly Threshold	2	
e Minine	Days To Live	242760	6
	Local Task (U-NO, I-Tes)	J42700	
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DATE: 05/23/2006 TIME: 06:49	9 MST SITE: ALBUQUERQUE (7) USER: E	CBM ROLE: HQs ADMINISTRATOR CONVERTED: Y	

Figure 4-16 eCBM PM Task Details

• Suspend: Click SUSPEND to halt task. Click dialog box OK button (Figure 4-17).

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	🗿 eCBM Main Menu (ECBM_MAIN_001 User: 1028097 Site: 7) - Microsoft Internet Explorer	
MARS	eCBM	
eMARS	*** PM Task ***	ß
	🗿 eCBM Suspend PM Task (ECBM_SUSPEND_TASK1 User: 1028097 Site: 7) - Microsoft Internet Explorer	Ŭ
	eCBM SUSPEND PM TASK	
SMARS	SubSite Name: ALBUQUERQUE Machine Type: APPS Machine No.: 006 Class Code.: AA	C
emars	Suspend/Re-activate PM TASK	6
Comans Comans	Route: Skill: Task: Status: Enter Note Here Characters). Operation Successful - Changes Saved: Update is completed S00 Note:	«S 6
ARS		((2)
eMARS	VIEW TASK SUSPEND EXIT	6
CEMARS	MAIN MENU EXIT	Ċ
DATE: 05/30/2006 TIME: 0	6:52 MST SITE: ALBUQUERQUE (7) USER: ECBM ROLE: HQs ADMINISTRATOR CONVERTED: Y	6

Figure 4-17 Operation Successful

4.3.2 Create Local Task

At the *Create Local PM Task* screen (Figure 4-18), complete fields to create a local PM Task.



Figure 4-18 Create Local PM Task

- **Sub Assembly**: Drop-down lists equipment sub assemblies for PM task being created. A sub assembly not listed may be entered in text box. Name one sub assembly for each PM task created.
- **Part or Component**: Type name or describe part or component for PM task created.
- **Task Statement and Instruction**: Type information and instructions for PM task being created.
- Route: Drop-down lists following types of maintenance procedure:
 - Mail Search
 - Operational Maintenance
 - Preventive Maintenance

- Est. Minutes Req'd: Text box for typing in minutes estimated for completion of task.
- Min. Skill Level: Drop-down lists minimum skill level required for task.
- **Multiplier**: Drop-down lists time estimate for completion of task to be modified. Except for **FIXED** selection, each selection in Multiplier drop-down multiplies time estimate by a predetermined factor based upon component selected. **FIXED** opens a text box in which to type multiplying factor. Multiplier only applies to APPS.
- **Threshold Option**: Radio buttons assign maintenance threshold of either RunHours/PiecesFed or Weeks.
 - **RunHours/Pieces fed**: Opens two text boxes to set thresholds for run hours or pieces fed. Run Hours is the total number of run hours that must accumulated for this task to be due. Pieces Fed is the total number of pieces fed that must accumulated for this task to be due.
 - Weeks: Opens a text box to set threshold for weeks that must elapse for this task to be due.
- **Task is performed with power on**: Determines whether task is performed with power on or off. If box is not checked, use the additional checkbox to enter how many people perform the task.
- If machine needs to be running: Checkbox appears if task performed with power off.
- **Safety**: Checkbox creates a safety task.
- **Priority**: Checkbox creates a priority task.
- **Pre-Route**: Checkbox creates a Pre-Route task and is added to top of list.
- **Pre-Operational**: Checkbox creates a Pre-Operational task.
- How many people perform this task: Text box appears if the task performed with power off. Type number of people required to perform task. Default is "1".
- Note: Use text box to type notes to be included as part of the task.
- **SAVE TASK**: Click button to save task.

4.3.3 Edit Local Task

Click **EDIT LOCAL TASK** button to access *eCBM LOCAL PM TASK LIST* screen appears (Figure 4-19) from which to edit both Power Off Task(s) and Power On Task(s).



Figure 4-19 eCBM Local PM Task List

Select **EDIT** button to access *Edit Local PM Task* screen (Figure 4-20) to edit or delete the task.



Figure 4-20 Edit Local PM Task

4.4 EQUIPMENT PROFILE

Select **EQUIPMENT PROFILE** from the *eCBM Main Menu* to access the *EQUIPMENT PROFILE* menu screen (Figure 4-21).

Press the button from this menu for the type of equipment (APPS, AFCS, or SPBS) to be configured for which the maintenance tasks will created. Note: SPBS configuration is not yet available.

🕼 eCBM Main Menu (ECBM_MAIN_001 User: 1031252 Site: 7) - Windows Internet Explorer	- DX
еСВМ	
*** Equipment Profile ***	
Subsite Name: ALBUQUERQUE Equipment Type: AFCS 💟 Equipment No: 1 💟	
please specify an equipment No. above before going any further!	
CONTRACTOR CONDITIONED Based MoIntenance	
APPS CONFIGURATION	
AFCS CONFIGURATION SPBS CONFIGURATION	
MAIN MENU EXIT	

Figure 4-21 Equipment Profile

4.4.1 APPS Configuration

Use the *eCBM APPS Configuration* screen (Figure 4-22) to define the machine configuration.

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Finder Sched Benorf Admin Beact C-Art INV	Work PM Fauin Vendors Projects Crews Pers											
eCBM APPS Configuration	n (ECBM APPS CONFIG User: 1028097 Site: 7) - Microsoft	ft Internet Explorer										
SMARS	eCBM APPS Configuration	n (Si										
Subsite Name:	Equipment Type: Equipment No :	Accentance Date:										
CMAILC	Equipment (jpe)											
	APPS 006	05/08/2006										
	All field marked with * are required.											
< MARS	*Sides: SINGLE SIDE	Site Site/Subsite IDs of the facility.										
TARS	*Carrier Cells : 100 (0 ~ 999)	Machine No.										
emano	*Bins: 100 w	Machine ID										
*Sort	Configuration : CLOSE LOOP	Nationwide unidue ID number.										
	*APCU: 1 (0 ~ 9)	The date when the machine was deployed officially.										
<pre></pre>	^PUN: 1 (0 ~ 9)	Sides										
TARS	Machine Size: 1	Ave Daily Running Hours										
*Ave. Daily	Running Hours: 15 (1 ~ 24)	available.										
	(1 24)											
70	/DC Davies Constants											
	10% Carrier Cells : 10 based on the inputs of the Cells	ally calculated s and Bins above.										
MARS	25% Bins: 25 No editing is necessory.											
6 WINIC	APCU+PUN: 2											
	GCPU: 2											
	OCC: 2											
<pre> MARS </pre>	MAB: 14											
MARS	SAVE	CLOSE										
		,										

Figure 4-22 APPS Configuration

The top portion of the screen displays Subsite Name, the **Equipment Type**, and the **Equipment No.** by default. The **Acceptance Date** requires an entry by either of the following two methods.

- Click on the Acceptance Date calendar icon and select an acceptance date.
- Enter an acceptance date into the **Acceptance Date** text box.

The lower portion of the screen requires an entry at all locations designated with an asterisk. Bottom portion numbers automatically calculate based upon lower portion entries.

- Sides: Use drop-down box to select number of sides.
- Carrier Cells: Use text box to enter number of carrier cells.
- Bins: Use drop-down box to select number of bins.

- Sort Configuration: Use drop-down box to select sort configuration.
- **APCU**: Use text box to enter number of APCUs.
- **PUN**: Use text box to enter number of PUNs.
- **APCU w/Gate**: Use text box to enter number of APCUs with gates.
- Machine Size: Use text box to enter machine size.
- Ave Daily Running Hours: Use text box to enter average daily running hours.
- **SAVE**: Click to save configuration.

4.4.2 AFCS Configuration

Use the *eCBM AFCS Configuration* screen (Figure 4-23) to define the machine configuration.

∅ eCBM AFCS Configuration	(ECBM_AFCS_CC	ONFIG User: 103	31252 Site: 7) - Win	dows Internet Ex	plorer				
	e	CBM AFC	S Configura	tion					
Facility Name:	Equi	ipment Type:	Equipm	nent No.:	o.: Date:				
ALBUQUERQUE	ALBUQUERQUE		1		12/13/2006				
	Please check	all days whe	n the machine is	NOT going to r	un.				
	Sunday:			Facility Site/Subsite n	Facility Site/Subsite name of the facility.				
	Monday:			Equipment Ty	Equipment Type				
	Tuesday:			The acronym	of platform				
	Wednesday			Local identity	number of the machine.				
	Thursday:			Date The date whe	n this page was updated				
	Friday								
	Saturday:								
When the button	"Save" is pressed	d, the current pro	file will be overwritten	with today`s date.					
	SAVE			CLC)SE				

Figure 4-23 Equipment Configuration

The top portion of the screen displays Facility Name, the Equipment Type, the Equipment No., and the Date the configuration was last updated.

The lower portion of the screen contains checkboxes which are to be checked for days when the machine is NOT going to be run.

There are two buttons:

- **SAVE**: Click to save configuration.
- **CLOSE**: Click to close screen without saving configuration.

4.4.3 SPBS Configuration

Not yet available.

4.5 MANAGEMENT

This screen is available only with a management-level password.

Select **MANAGEMENT** from the *eCBM Main Menu* to access the *eCBM Management* screen (Figure 4-24). This screen offers **APPS ANNUAL WORKLOAD ESTIMATE**, **APPS DAILY TASK WORKLOAD** and **ALL CHECKLISTS** management options.



Figure 4-24 eCBM Management

4.5.1 Annual Workload Estimate

The Annual Workload Estimate screen (Figure 4-25) calculates machine annual workload (hours) by technician level and summarizes machine annual workload hours according to servicing categories. Three drop-downs and six text boxes display the workload estimate information.

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		-				*A	PCU: p	(0 ~ 9)					APCU+	PUN:			
	oN	AR				*	PUN: 0	(0 ~ 9)					E-	Stop:			
	6					*APCU w/G	iate: 0	(0 ~ 9)									U
						Machine S	Size: 0										
					*Ave. Da	ily Running He	ours: 15	(1 ~ 24)									
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						6 days/	veek	nual workload Required by Level(nours per machine)									
					MM4	MM5	MPE	E	T	MM4	1	MM5	MPE	ET			
<																	- CE
		-				:	Summary of A	APPS A	nnual W	orkload	hours p	per macl	hine)		1		
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					7 day												
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					(2) Repair Time allotted per sit (2) Nan Daadua	IS 30% of Routine B. Since Times is EW of	Servicing Time	and Op	eratinoal	Maint.Tim	e. The re	pair time	shown above is th	e maximum time			
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DATE: 0	05/30/2006	TIME	: 06:52 MS	T SITE:	ALBUQUEROU	(7) USER: EC	BM ROLE: H	IOs ADM	INISTRAT	FOR C	ONVERT	ED: Y					

Figure 4-25 Annual Workload Estimate

- **Sides**: Drop-down lists SINGLE SIDE and DUAL SIDE choices.
- Carrier Cells: Use text box to enter number of carrier cells.
- Bins: Use drop-down to choose number of bins.
- Sort Configuration: Use drop-down to choose sort configuration.
- **APCU**: Use text box to enter number of All Purpose Container Unloaders (APCUs).
- **PUN**: Use text box to enter number of Pallet Unloaders (PUNs).
- **APCU w/Gate**: Use text box to enter number of APCUs with gates.
- Machine Size: Use text box to enter machine size.
- Ave. Daily Running Hours: Use text box to enter average daily running hours.
- **CALCULATE**: Click button to perform page calculations.
- **PRINT**: Click button to print a screen copy.

4.5.2 Daily Task Workload

The *eCBM Daily Task Workload Estimate* screen (Figure 4-26) performs machine minimum-to-maximum estimates of daily PM task workload (hours). Three drop-down lists and six text boxes provide the information required to do the workload calculations.

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	_				eCBI		PS	Daily	-Task	Work	load	Estin	nate					
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	ĭ]					*PUN:	0	(0 ~ 9)					E-	Stop: 98	3			
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Figure 4-26 eCBM Daily Task Workload Estimate

- Sides: Drop-down lists SINGLE SIDE and DUAL SIDE choices.
- Carrier Cells: Use text box to enter number of carrier cells.
- **Bins**: Use drop-down to choose number of bins.
- Sort Configuration: Use drop-down to choose sort configuration.
- **APCU**: Use text box to enter number of All Purpose Container Unloaders (APCUs).
- **PUN**: Use text box to enter number of Pallet Unloaders (PUNs).

- **APCU w/Gate**: Use text box to enter number of APCUs with gates.
- Machine Size: Use text box to enter machine size.
- Ave. Daily Running Hours: Use text box to enter average daily running hours.
- **CALCULATE**: Click button to perform page calculations.
- **PRINT**: Click button to print a screen copy.

4.5.3 All Checklists

Select **ALL CHECKLISTS** to display the *eCBM Checklists in 28 Days* screen (Figure 4-27), listing maintenance checklists created during the past 28 days from all sites.

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Figure 4-27 eCBM Checklists in 28 Days

Click the equipment ID number in the **Equip't ID** column to display the 28-Day Selected Equipment checklists (Figure 4-28) for that equipment. The Selected Equipment screen lists each PM checklist by **Checklist No.**, **Creating Date**, and **Creator**.

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Figure 4-28 Selected Equipment Checklists

Click on a **Checklist No.** button to access checklist tasks (Figure 4-29). This screen lists each task in the checklist chosen.

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Figure 4-29 Tasks in Checklist

Click on a **Task ID** button to access the details of a PM task (Figure 4-30).



Figure 4-30 Details of a PM Task

4.6 **REPORTS**

Select **REPORTS** from the *eCBM Main Menu. eCBM* *** *Reports* *** screen (Figure 4-31) appears listing **PM HISTORY**, **EOR DATA**, **TASKS & THRESHOLDS**, **COMPLETION DATE**, and **DEFERRED TASKS** report options.

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Figure 4-31 eCBM Reports

4.6.1 PM History

The *eCBM PM Checklist History* screen (Figure 4-32) lists the PM checklists created for particular equipment.

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Figure 4-32 eCBM PM Checklist History

Click a **Checklist No**. button to view tasks associated with that PM checklist in another screen (Figure 4-33).

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	Print It Close Window Tasks in Checklist 22725												
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5	08-JAN- 07		ECBM		pending	30.36	994114	1	1	-17			
6	08-JAN- 07		ECBM		pending	30.36	994114	1	1	-17			
7	08-JAN- 07		ECBM		pending	30.36	994114	1	1	-17			
8	08-JAN- 07		ECBM		pending	30.36	994114	1	1	-17			
13	08-JAN- 07		ECBM		pending	30.36	994114	1	1	-17			
17	08-JAN- 07		ECBM		pending	30.36	994114	1	1	-17			
18	08-JAN- 07		ECBM		pending	30.36	994114	1	1	-17			
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Figure 4-33 eCBM PM Checklist History (Tasks)

The eCBM PM History (Tasks) window displays the following information:

- Task ID: Number of task as taken from master task list.
- Creating Date: Lists date of task creation.
- **Creator**: Lists employee ID of task creator.
- **Reporter**: Lists employee ID of the person submitting task completion information. The Reporter is not always the Creator
- Status: Lists task status at the time the checklist was closed.
- **Run Hours**: Displays number of machine run hours eCBM accumulated since previous checklist generated.
- **Pieces Fed**: Displays number of mailpieces fed that eCBM accumulated for this machine since previous checklist was generated. "1" = deferred. "0" = not deferred.

- **Deferred**: Displays task deferral status at the time the checklist was closed.
- **Delinquent**: Displays task delinquency status at the time the checklist was created. "0" = not delinquent. "1" = task was carried over as delinquent from a previous checklist. "2" = task became delinquent at the time the checklist was created.
- **Days2Live**: Displays the number of days before the task becomes delinquent.
- **Comments**: Displays comments concerning deferrals.

4.6.2 EOR Data

The *eCBM EOR DATA* screen (Figure 4-34) displays EOR Data Run Hours and Pieces Fed for particular equipment, and access to the EOR Run Hours and Pieces Fed on a particular date.





- eCBM EOR Data Run Hours and Pieces Fed:
 - 1. Type a date into the **Select Date to find EOR data:** text box. A popup calendar appears.
 - 2. Click **FIND EOR DATA** button. Run Hours and Pieces Fed data for that date appears. EOR Data and Threshold for Tasks Table is as follows:
 - **RunHours Threshold (Hrs):** Displays total number of run hours that must accumulate for task to become due and be included in a checklist.
 - **PiecesFed Threshold**: Displays number of pieces fed that must accumulate for the task to become due and be included in a checklist. **RunHours** and **PiecesFed** thresholds are either/or. One or the other must be met for the task to be due.

- Weeks Threshold: Displays number of weeks thresholds. Some tasks use weeks instead of RunHours or PiecesFed thresholds.
- **Current Accumulated RunHours**: Displays total number of run hours accumulated for this task since the last time it was marked "Complete". When this number exceeds the **RunHours Threshold**, the task becomes "due" and is included in the next checklist. Once a task is marked complete, this field resets to zero and begins accumulating again.
- **Current Accumulated PiecesFed:** Displays accumulated total number of pieces fed since the last time it was marked "Complete". When this number exceeds the **PiecesFed Threshold**, the task becomes "due" and is included in the next checklist. Once a task is marked complete, this field is reset to zero and begins accumulating again.
- eCBM EOR Data and Thresholds for Tasks: Click on Task ID button to view each Part or Component EOR data and thresholds for that task (Figure 4-35).



Figure 4-35 Details of PM Task

4.6.3 Tasks and Thresholds

The *eCBM PM TASKS AND THRESHOLDS* screen (Figure 4-36) displays the thresholds of Run Hours and Pieces Fed for a particular type of equipment.

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_				8	SINGULATIC MODULE	N SUBS	YSTEM: N	IETERING	1	1,000		1	56.29	294,722			
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Figure 4-36 eCBM PM Tasks and Thresholds

This report is identical to that of the **EOR Data and Thresholds for APPS Tasks** portion of the *eCBM EOR DATA* screen (Figure 4-34) and adds a **Days2Live** column. Each task has a grace period within which it must be completed to count successfully in the completion rate. The **Days2Live** column displays grace period days defined.

Click the **Task ID** column to display the *eCBM PM Task Details* screen (Figure 4-37) for that task.



Figure 4-37 eCBM PM Task Details

4.6.4 Completion Rate

The *eCBM Completion Rate* screen (Figure 4-38) displays (by default) the PM completion rate for the past twenty-eight days. To display a new date range, click on the icons to select a new **Start Date (exclusive)** and **End Date (inclusive)**, then click the **CALCULATE** button.



Figure 4-38 eCBM Completion Rate

The eCBM Completion Rate report consists of the following elements:

- **Total Tasks Issued**: Displays total number of tasks issued during specified date range.
- **Total Tasks Delinquent**: Displays total number of issued tasks not completed within their "Days2 Live" grace period during the date range.
- **Completion Rate**: Calculated using the formula: $\frac{TasksIssued TasksDelinquent}{TasksIssued}$

4.6.5 Deferred Tasks

The *eCBM PM Tasks Deferred* screen (Figure 4-39) displays Task IDs for the tasks deferred during the last thirty days, as well as the number of times they were delayed.

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Finder Sched Report Admin React C-Act INV Work PM Equip Vendors Projects Crews Pers Toolbox Notes eWHEP eCBM EXIT	
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eCBM PM Tasks Deferred	
Subsite Name : ALBUQUERQUE Equipment Type : APPS Equipment No.: 006 Class Code : AA	
Tasks Deferred in Past 30 Days	RS
Task ID Times Being Deferred	C
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	RS G
58 1	
15 task-deferral has been found	
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Figure 4-39 eCBM PM Tasks Deferred

Click on a **Task ID** column numbered button to view the *eCBM PM Task Details Report* screen (Figure 4-40), giving details of the selected PM task chosen.



Figure 4-40 eCBM PM Tasks Deferred Details Report

Click number in **Times Being Deferred** column to view deferral details for selected task (Figure 4-41).



Figure 4-41 eCBM PM Tasks Deferred Report