



eMARS Version Handbook
February 27, 2007

THIS PAGE INTENTIONALLY LEFT BLANK

LIST OF FIGURES

LIST OF FIGURES

Figure 3-1	eMARS Web Site	3
Figure 3-2	eMARS LOGIN.....	4
Figure 3-3	Login Level Dialog.....	5
Figure 3-4	Site Selection	6
Figure 3-5	List of Sites.....	7
Figure 3-6	eMARS with eCBM Button Activated	8
Figure 3-7	eCBM SubSite Selection.....	9
Figure 4-1	eCBM Main Menu	10
Figure 4-2	eCBM PM Checklist	11
Figure 4-3	Submit Checklist	12
Figure 4-4	Task Details	14
Figure 4-5	PM Activity Card.....	14
Figure 4-6	Create Checklist.....	15
Figure 4-7	PM Warnings.....	16
Figure 4-8	Mail Search Checklist.....	17
Figure 4-9	Operational Maintenance Checklist	18
Figure 4-10	PM Checklist	19
Figure 4-11	eCBM 28 Day PM Forecasting.....	21
Figure 4-12	Forecast Details Level (hours)	22
Figure 4-13	PM Warnings.....	23
Figure 4-14	eCBM PM Task	24
Figure 4-15	eCBM Suspend PM Task.....	25
Figure 4-16	eCBM PM Task Details	26
Figure 4-17	Operation Successful	27
Figure 4-18	Create Local PM Task.....	28
Figure 4-19	eCBM Local PM Task List.....	30
Figure 4-20	Edit Local PM Task	31
Figure 4-21	Equipment Profile	32
Figure 4-22	APPS Configuration	33
Figure 4-23	AFCS Configuration	35
Figure 4-24	eCBM Management	37
Figure 4-25	Annual Workload Estimate.....	38
Figure 4-26	eCBM Daily Task Workload Estimate	40
Figure 4-27	eCBM Checklists in 28 Days.....	42
Figure 4-28	Selected Equipment Checklists.....	43
Figure 4-29	Tasks in Checklist	44
Figure 4-30	Details of PM Task	45
Figure 4-31	eCBM Reports.....	46
Figure 4-32	eCBM PM Checklist History	47
Figure 4-33	eCBM PM Checklist History (Tasks)	48
Figure 4-34	eCBM EOR Data.....	50
Figure 4-35	Details of PM Task	51
Figure 4-36	eCBM PM Tasks and Thresholds	52
Figure 4-37	eCBM PM Task Details	53
Figure 4-38	eCBM Completion Rate	54
Figure 4-39	eCBM PM Tasks Deferred	55
Figure 4-40	Details of PM Task Details Report	56
Figure 4-41	Details of PM Tasks Deferred Report	57

CONTENTS

CONTENTS

1.0	HANDBOOK INFORMATION	1
1.1	ABBREVIATIONS AND ACRONYMS	1
1.2	TECHNICAL SUPPORT	1
2.0	OVERVIEW	2
3.0	eCBM LOGIN PROCEDURES	3
3.1	SELECT SITE	6
3.2	ACTIVATE eCBM APPLICATION	8
3.3	SUBSITE SELECTION	9
4.0	eCBM MAIN MENU	10
4.1	CHECKLIST	10
4.1.1	Submit Checklist	12
4.1.2	Create Checklist	15
4.1.2.1	List Of Warning And Safety Tasks	16
4.1.2.2	Mail Search Checklist	17
4.1.2.3	Operational Maintenance Checklist	18
4.1.2.4	Print (or Create) PM Checklist	19
4.2	FORECAST (eCBM 28-Day PM Forecasting)	21
4.2.1	PM Hours Per Day	22
4.2.2	Safety and Warning Tasks	23
4.3	PM TASKS	24
4.3.1	Suspend Task	25
4.3.2	Create Local Task	28
4.3.3	Edit Local Task	30
4.4	EQUIPMENT PROFILE	32
4.4.1	APPS Configuration	33
4.4.2	AFCS Configuration	35
4.4.3	SPBS Configuration	36
4.5	MANAGEMENT	37
4.5.1	Annual Workload Estimate	38
4.5.2	Daily Task Workload	40
4.5.3	All Checklists	42
4.6	REPORTS	46
4.6.1	PM History	47
4.6.2	EOR Data	50
4.6.3	Tasks and Thresholds	52
4.6.4	Completion Rate	54
4.6.5	Deferred Tasks	55

1.0 HANDBOOK INFORMATION

This handbook provides the information and procedures required to use the eCBM on-line 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
PM	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 <http://emarss14.eng.usps.gov/emars-html/eMARSUserGuides.pdf>

1. Click the **Enter Application** button.

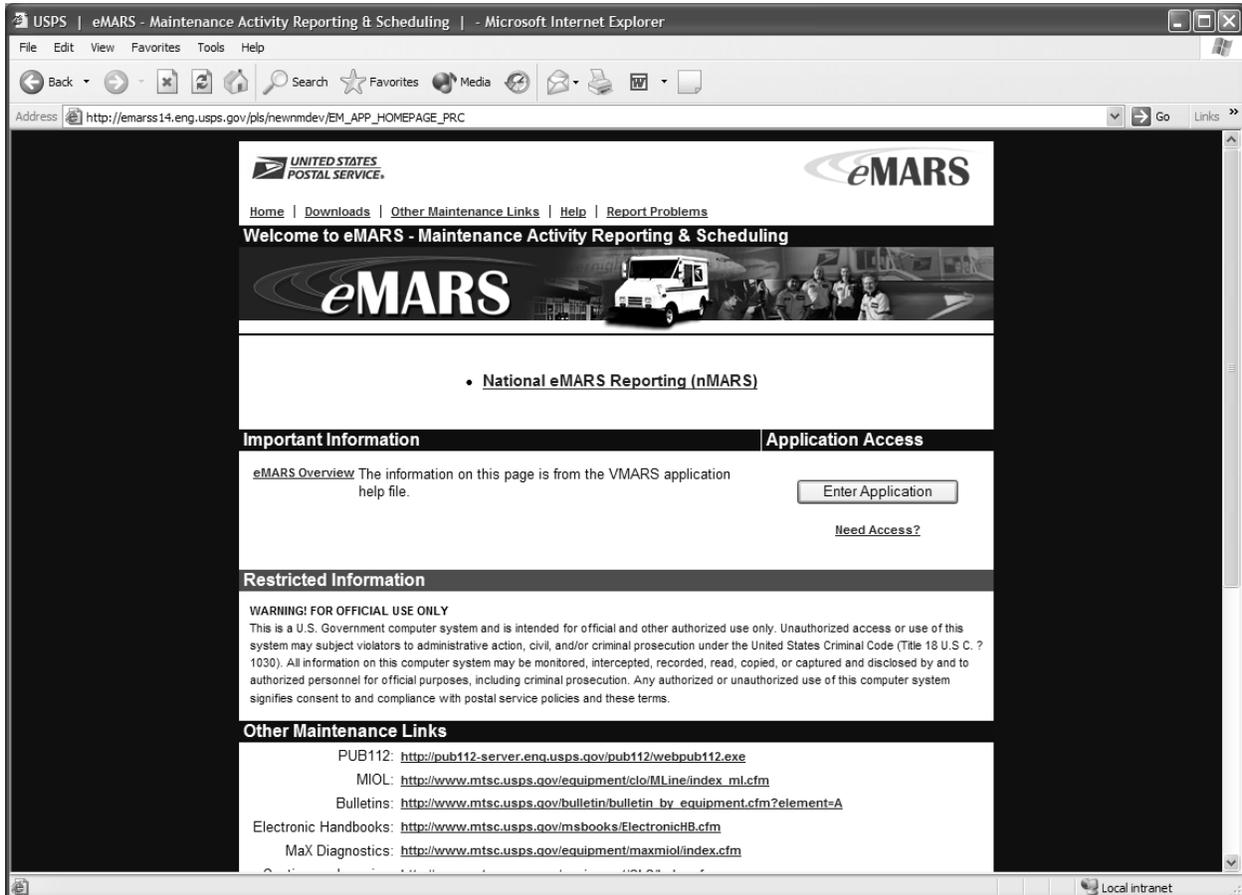


Figure 3-1
eMARS Web Site

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

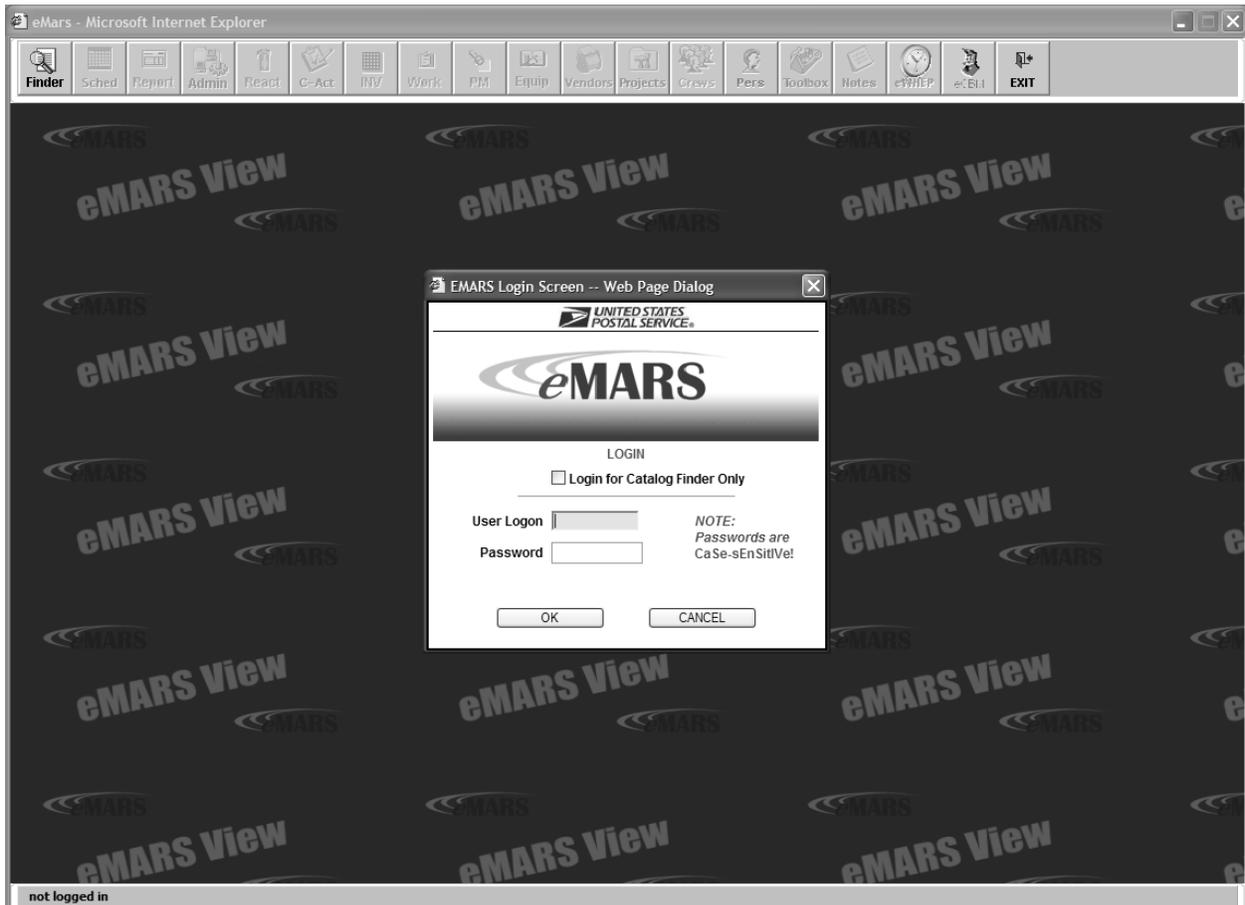


Figure 3-2
eMARS Login

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).

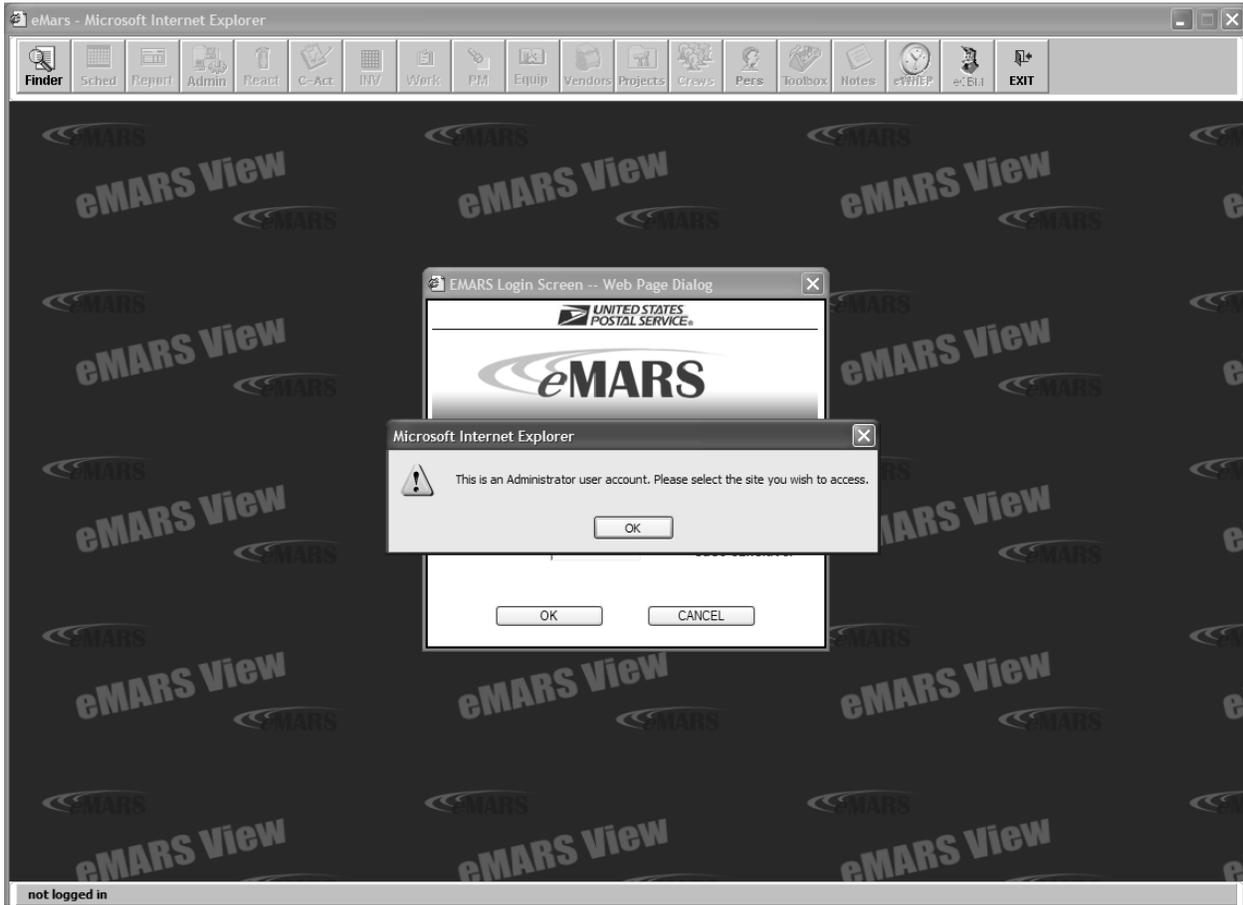


Figure 3-3
Login Level Dialog

3.1 SELECT SITE

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

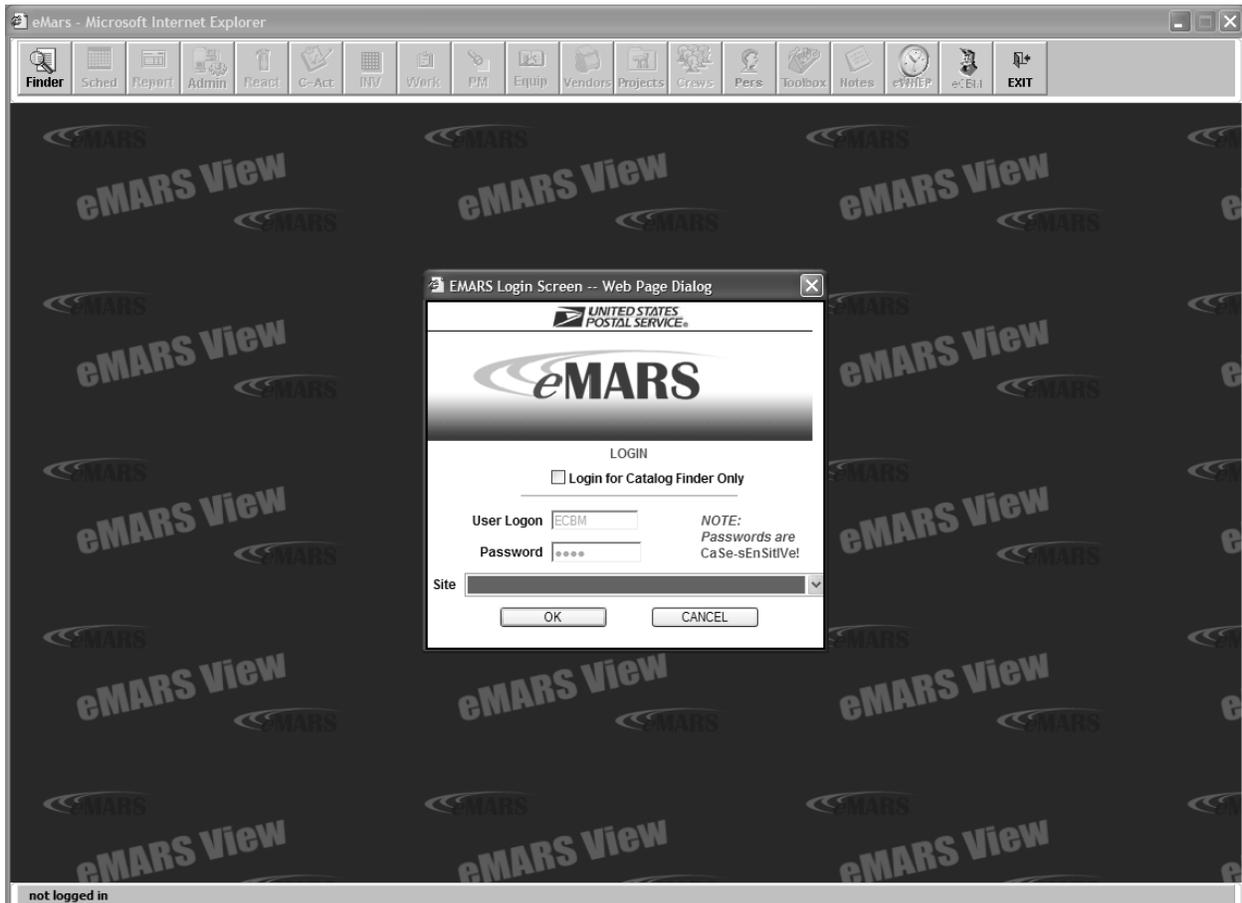


Figure 3-4
Site Selection

SELECT SITE

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

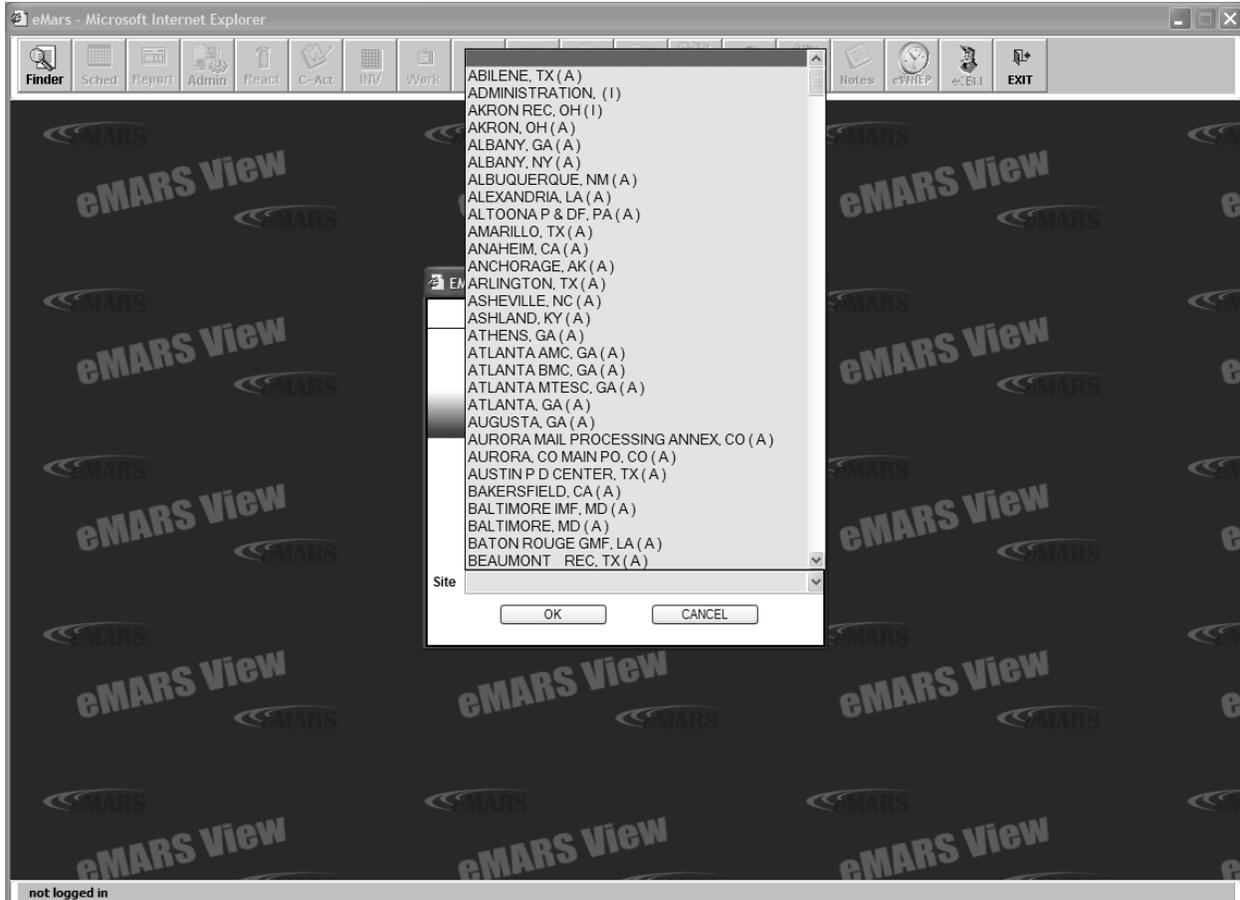


Figure 3-5
List of Sites

3.2 ACTIVATE eCBM APPLICATION

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

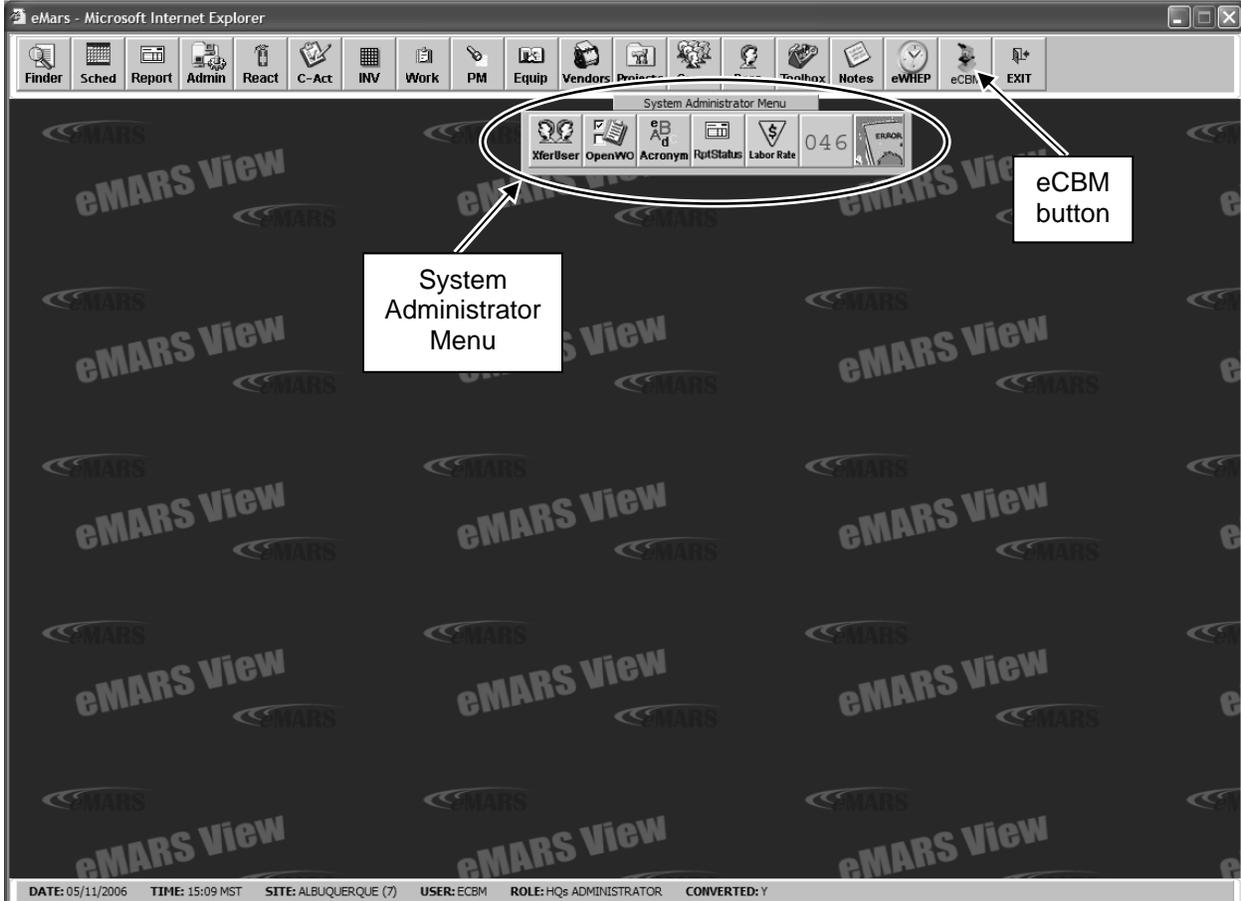


Figure 3-6
eMARS with eCBM Button Activated

3.3 SUBSITE SELECTION

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



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.

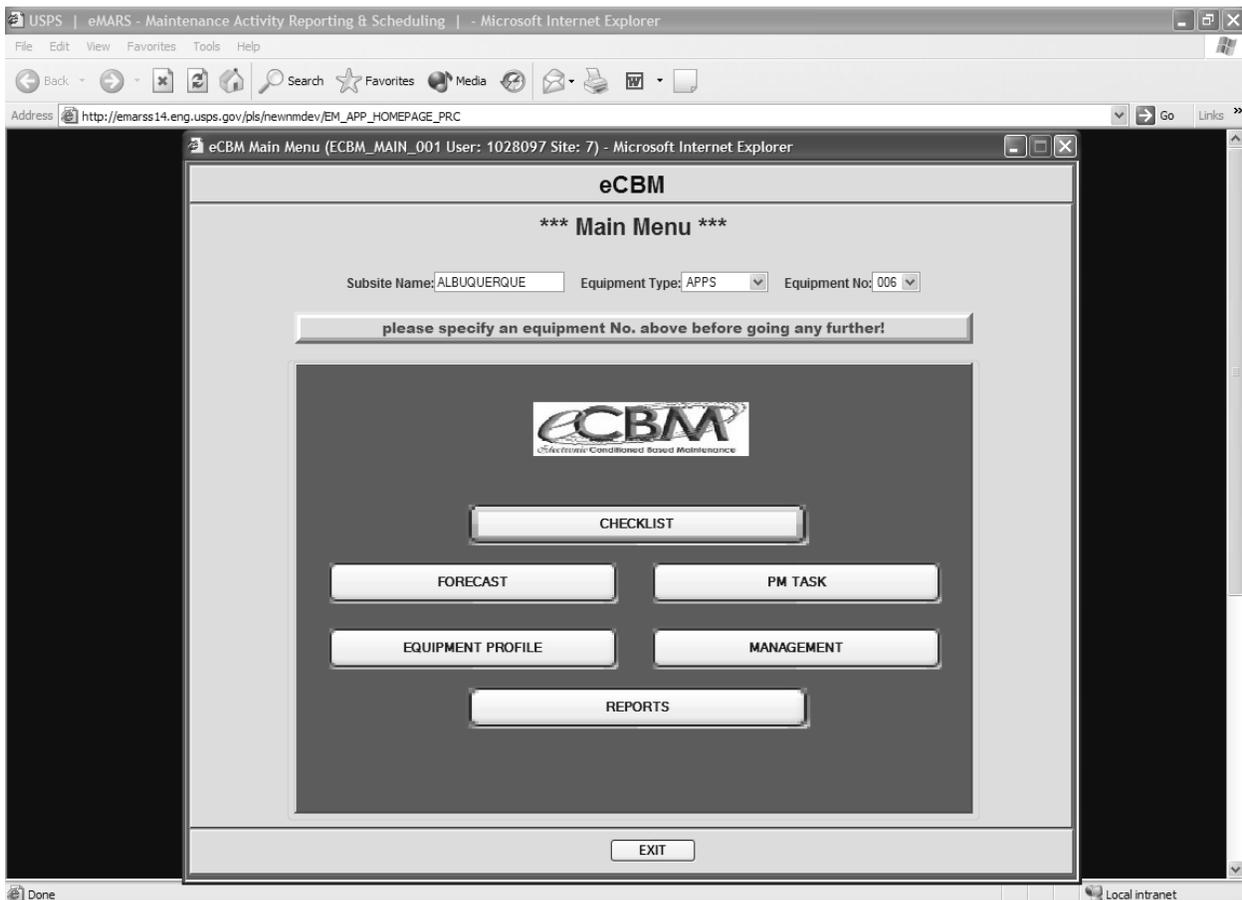


Figure 4-1
eCBM Main Menu

CHECKLIST

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) - Windows Internet Explorer

eCBM PM CHECKLIST

Subsite Name: ALBUQUERQUE Equipment Type: AFCS Equipment No.: 1 Class Code.: AD

SUBMIT CHECKLIST

List No.	Creating Date	Site Name	Owner
22841	JAN 09, 2007	ALBUQUERQUE	WHO PRINTED?

click on the checklist no. to submit it.

List No.

CREATE CHECKLIST

Skill Level	Creating PM Checklists
<input type="checkbox"/> ET <input type="checkbox"/> MPE <input type="checkbox"/> MM5 <input type="checkbox"/> MM4 hold Ctrl to select multiple levels	<input type="button" value="LIST OF WARNING AND SAFETY TASKS"/> <input type="button" value="MAIL SEARCH CHECKLIST"/> <input type="button" value="OPERATIONAL MAINTENANCE CHECKLIST"/> AFCS-AD Master Task List select the skill level(s) and click the button below To CREATE PM Checklist For Today <input type="button" value="WITHOUT TASK DETAILS"/> <input type="button" value="WITH TASK DETAILS"/>

EXIT

Figure 4-2
eCBM PM Checklist

SUBMIT 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.

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

Code	1	2	3	7	8	W
DESC	Lack Of Time	Not Needed At This Time	Parts Not Available	Operation Requirement	Down For Maintenance	Working

You are trying to submit checklist No. 22841, Please mark all tasks you have done, then press the button "Submit" below

Task ID	Part or Component	Task Pending	Task Completed	Task Deferred
2	SEVERITY 1---DCC	<input type="radio"/>	<input type="radio"/>	1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 7 <input type="radio"/> 8 <input type="radio"/> W <input type="radio"/>
5	SEVERITY 1---CLOSE DOORS	<input type="radio"/>	<input type="radio"/>	1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 7 <input type="radio"/> 8 <input type="radio"/> W <input type="radio"/>
6	SEVERITY 1---ID TAG PRINTER	<input type="radio"/>	<input type="radio"/>	1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 7 <input type="radio"/> 8 <input type="radio"/> W <input type="radio"/>
7	SEVERITY 1---SINGULATOR	<input type="radio"/>	<input type="radio"/>	1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 7 <input type="radio"/> 8 <input type="radio"/> W <input type="radio"/>
8	SEVERITY 1---BUFFER FEEDER	<input type="radio"/>	<input type="radio"/>	1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 7 <input type="radio"/> 8 <input type="radio"/> W <input type="radio"/>
13	SEVERITY 2---POWER DOWN	<input type="radio"/>	<input type="radio"/>	1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 7 <input type="radio"/> 8 <input type="radio"/> W <input type="radio"/>
17	SEVERITY 2---EDGER EXTRATOR SHINGLER	<input type="radio"/>	<input type="radio"/>	1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 7 <input type="radio"/> 8 <input type="radio"/> W <input type="radio"/>
18	SEVERITY 2---SINGULATOR	<input type="radio"/>	<input type="radio"/>	1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 7 <input type="radio"/> 8 <input type="radio"/> W <input type="radio"/>
19	SEVERITY 2---SING. LEVELER	<input type="radio"/>	<input type="radio"/>	1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 7 <input type="radio"/> 8 <input type="radio"/> W <input type="radio"/>
20	SEVERITY 2---BUFFER FEEDER	<input type="radio"/>	<input type="radio"/>	1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 7 <input type="radio"/> 8 <input type="radio"/> W <input type="radio"/>

Est. Time(min) Req'd: 764 minutes Actual Time Spent: [] minutes

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.

SUBMIT CHECKLIST

eCBM PM Task Details

Subsite Name: ALBUQUERQUE Equipment Type: APPS Equipment No.: 006 Class Code: AA

Details of APPS PM Task No.1

Sub-Assembly	FEED SUBSYSTEM
Part or Component	ALL PURPOSE CONTAINER UNLOADER
Priority Task	PERFORM MAIL SEARCH.
Task Statement and Instruction	<p>Perform mail search as follows:</p> <p>Remove covers and panels as necessary.</p> <p>Search for mailpieces. Return all mail found during mail search to the proper mail path.</p> <p>Report unloader damage.</p> <p>Replace all covers and panels.</p> <p>Check that all equipment guards are in place.</p>
Est. Time Req'd (min)	10
Min. Skill Level	MM4
Power On/Off	OFF
Unit Name	APCU
Runhours Threshold	1
Pieces Fed Threshold	1000

DATE: 05/31/2006 TIME: 15:00

Figure 4-4
Task Details

eCBM PM CHECKLIST

Subsite Name: ALBUQUERQUE Equipment Type: APPS Equipment No.: 006 Class Code: AA

PM Activity Card
(eCBM Checklist No. 71)

Number of Tasks Planned:	34
Tasks Completed:	No.1,
Tasks Deferred:	No.2(code:1),No.3(code:2),No.4(code:3),No.5(code:7),No.6(code:8),No.7 (code:W),
Est. Time Required:	187.42 minutes
Actual Time Spent:	1.25 hours

Crew No.:	Employee Name: ECBM EACCESS	Time: Fri May 19 12:18:31 CDT 2006
Employee Signature:	Supv Init:	MC Init:

Please print this card. Thank you for your contribution!

DATE: 05/19/2006 TIME: 08:53 MST SITE: ALBUQUERQUE (7) USER: ECBM ROLE: HQ: ADMINISTRATOR CONVERTED: Y

Figure 4-5
PM Activity Card

CREATE CHECKLIST

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 “**AFCS-AD Master Task List**” as an example.

The screenshot shows a web browser window titled "eCBM Submit Checklist (ECBM_SUBMIT_LIST User: 1031252 Site: 7) - Windows Internet Explorer". The main content area is titled "eCBM PM CHECKLIST". At the top, there are input fields for "Subsite Name: ALBUQUERQUE", "Equipment Type: AFCS", "Equipment No.: 1", and "Class Code.: AD". Below this is a section titled "SUBMIT CHECKLIST" containing a table with columns "List No.", "Creating Date", "Site Name", and "Owner". The table has one row with values "22841", "JAN 09, 2007", "ALBUQUERQUE", and a button labeled "WHO PRINTED?". Below the table is the instruction "click on the checklist no. to submit it.". The main section is titled "CREATE CHECKLIST" and is divided into two parts. On the left, under "Skill Level", there is a list box containing "ET", "MPE", "MM5", and "MM4", with the instruction "hold Ctrl to select multiple levels". On the right, under "Creating PM Checklists", there are four buttons: "LIST OF WARNING AND SAFETY TASKS", "MAIL SEARCH CHECKLIST", "OPERATIONAL MAINTENANCE CHECKLIST", and "**AFCS-AD Master Task List**". Below these buttons is the instruction "select the skill level(s) and click the button below To CREATE PM Checklist For Today" and two buttons: "WITHOUT TASK DETAILS" and "WITH TASK DETAILS". At the bottom of the form is an "EXIT" button.

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.

The screenshot shows a web browser window titled "PM Checklist - Microsoft Internet Explorer". At the top, there are "Print It" and "Close Window" buttons. Below them is the heading "AFCS PM Warnings". The main content is a table with the following data:

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; jewelry; or neckties. USE OF COMPRESSED 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. COMPLY WITH ALL. SAFTY PRECAUTIONS.	2	All

The browser status bar at the bottom shows "Done" and "Local 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.

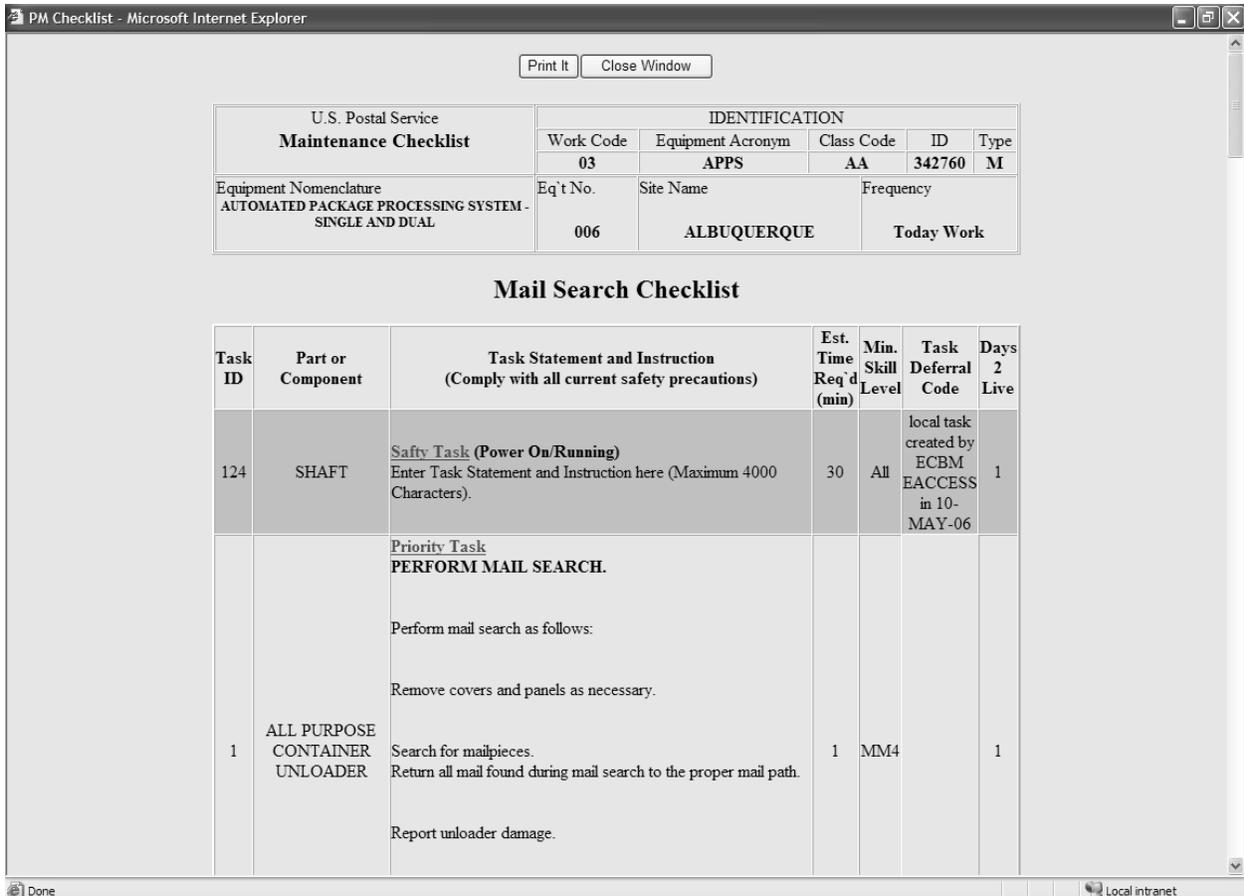


Figure 4-8
Mail Search Checklist

4.1.2.3 Operational Maintenance Checklist

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

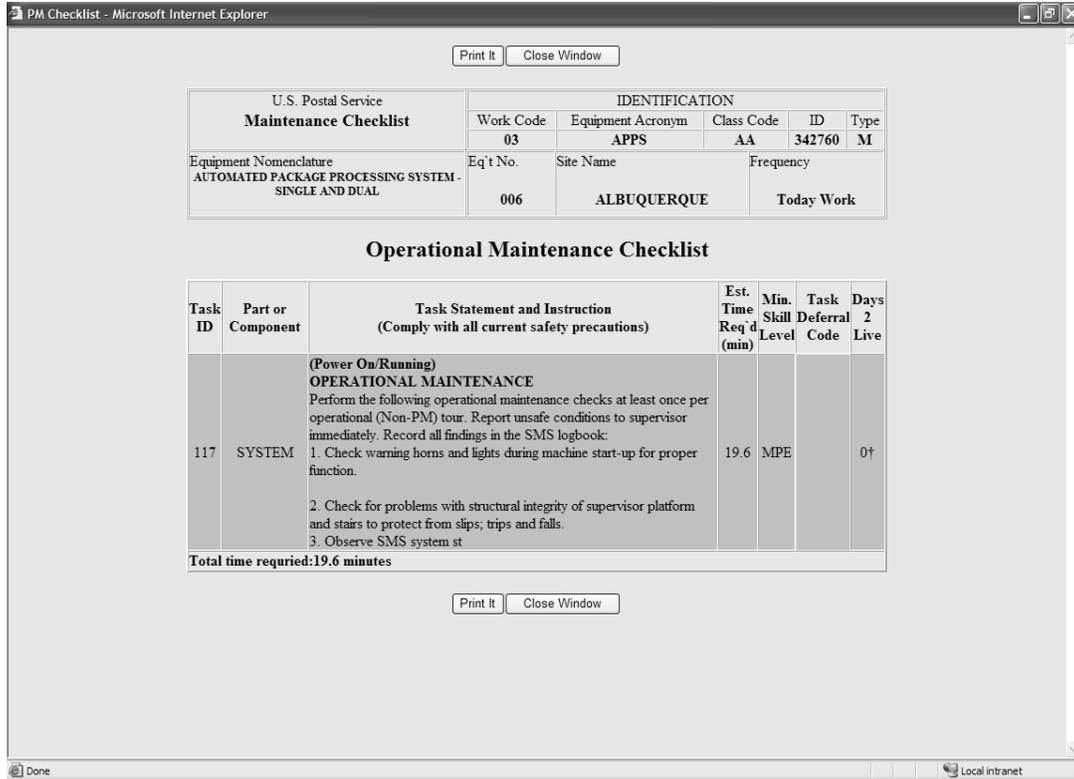


Figure 4-9
Operational Maintenance Checklist

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.

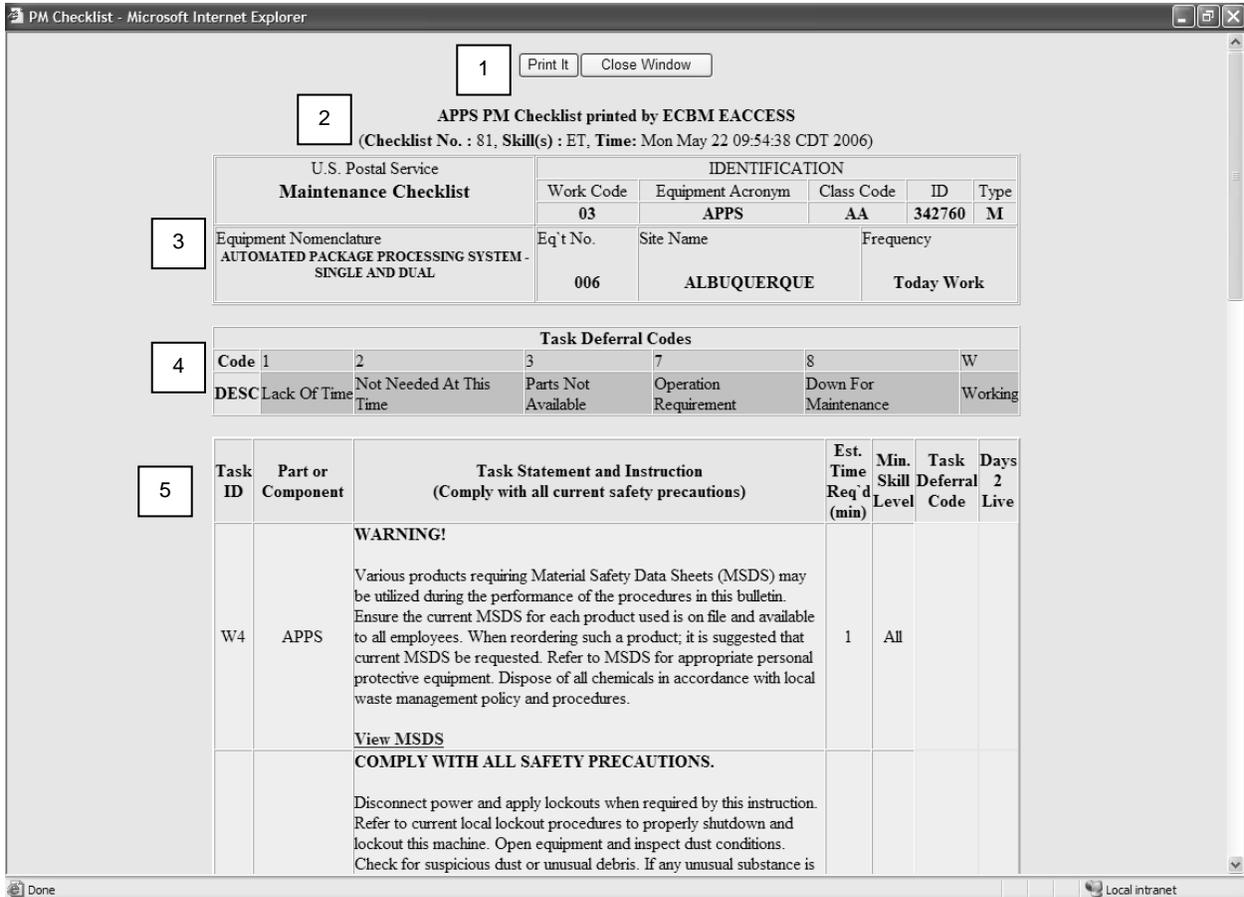


Figure 4-10 PM Checklist

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.

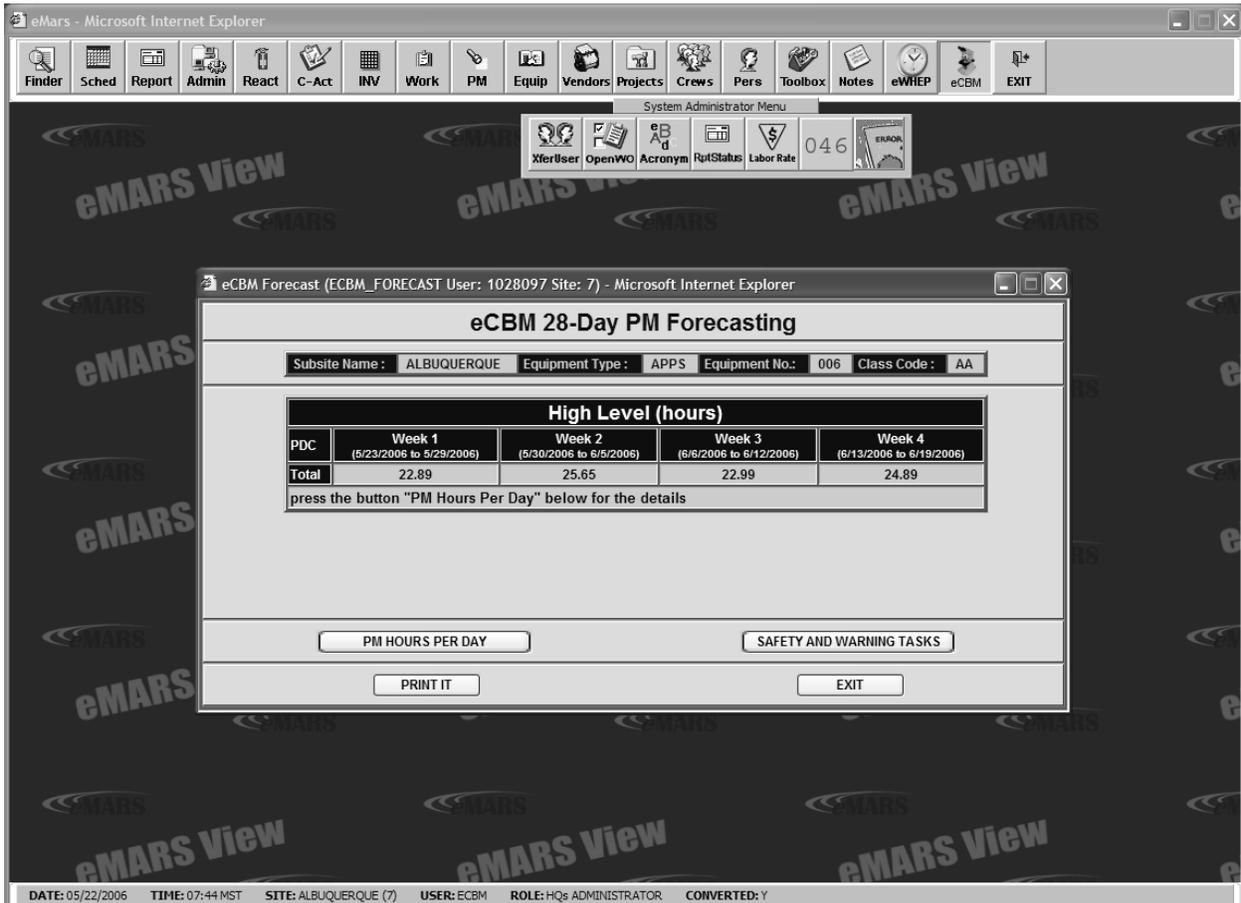


Figure 4-11
eCBM 28-Day PM Forecasting

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.

Forecast Details Level (hours)																	
Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday											
	5/20		5/21		5/22	Today 5/23	3.2	5/24	2.3	5/25	3.3	5/26					
2.6	5/27	6.3	5/28	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	6/11	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	6/18	3.3	6/19	2.6	6/20										

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.

The screenshot shows a web browser window titled "PM Checklist - Microsoft Internet Explorer". At the top of the page, there are "Print It" and "Close Window" buttons. Below these is the heading "APPS PM Warnings". The main content is a table with the following structure:

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	<p>RESTORE SYSTEM TO OPERATIONAL MODE.</p> <p>Restore the system to operational mode as prescribed by the current local lockout/restore procedures.</p> <p>Ensure that the system is in the operational mode.</p> <p>System-wide; verify that all status indicators reflect healthy operation .</p> <p>Verify that computer cabinet cooling fans are operational by observing exhaust streamers.</p> <p>Investigate any failures or abnormalities and initiate corrective action if necessary.</p>	12	All
W1	FINAL-CLEANUP	<p>CLEAN-UP.</p> <p>Ensure all tools; lubricants; rags; etc.; are removed from the work area. Ensure all equipment covers are in place.</p> <p>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.</p>	1	All
W2	APPS	<p>WARNING</p> <p>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.</p>	1	All
W3	APPS	<p>POWER DOWN AND LOCKOUT POWER.</p> <p>Perform an orderly shut down of the APPS from the SMS. Power down the machine</p>	12	All

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.

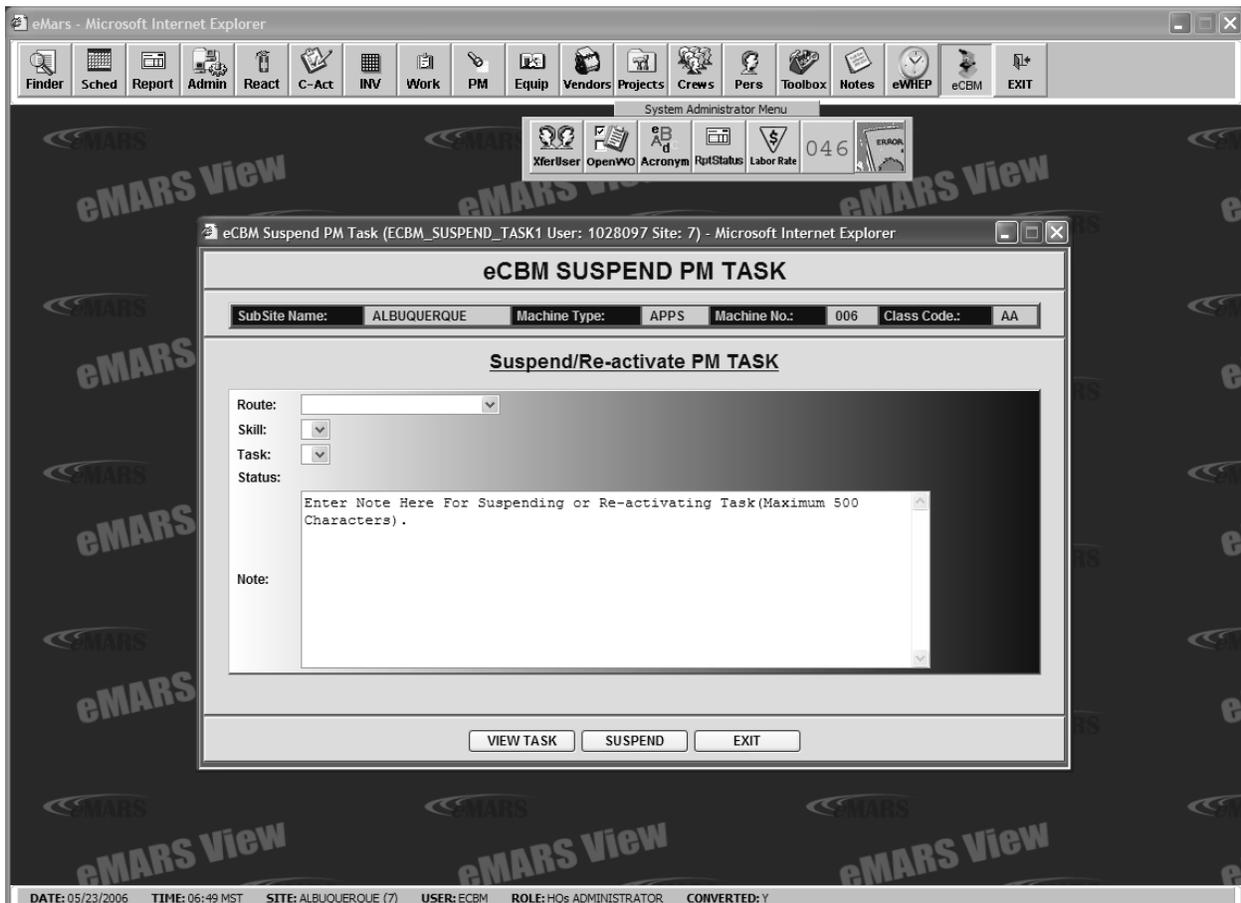


Figure 4-15
eCBM Suspend PM Task

- *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

SUSPEND TASK

- **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.

eMars - Microsoft Internet Explorer

eCBM PM Task Details (ECBM_TASK_DETAILS User: 1028097 Site: 7) - Microsoft Internet Explorer

eCBM PM Task Details

Subsite Name: ALBUQUERQUE Equipment Type: APPS Equipment No.: 006 Class Code.: AA

Details of APPS PM Task No.124

Sub-Assembly	APPS
Part or Component	SHAFT
Task Statement and Instruction	Safty Task (Power On/Running) Enter Task Statement and Instruction here (Maximum 4000 Characters).
Est. Time Req'd (min)	10
Min. Skill Level	All
Power On/Off	ON
Unit Name	
Runhours Threshold	-1
Pieces Fed Threshold	-1
Weekly Threshold	2
Days To Live	0
Local Task (0=No,1=Yes)	342760
Note	update note.

PRINT EXIT

DATE: 05/23/2006 TIME: 06:49 MST SITE: ALBUQUERQUE (7) USER: ECBM ROLE: HQs ADMINISTRATOR CONVERTED: Y

Figure 4-16
eCBM PM Task Details

SUSPEND TASK

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

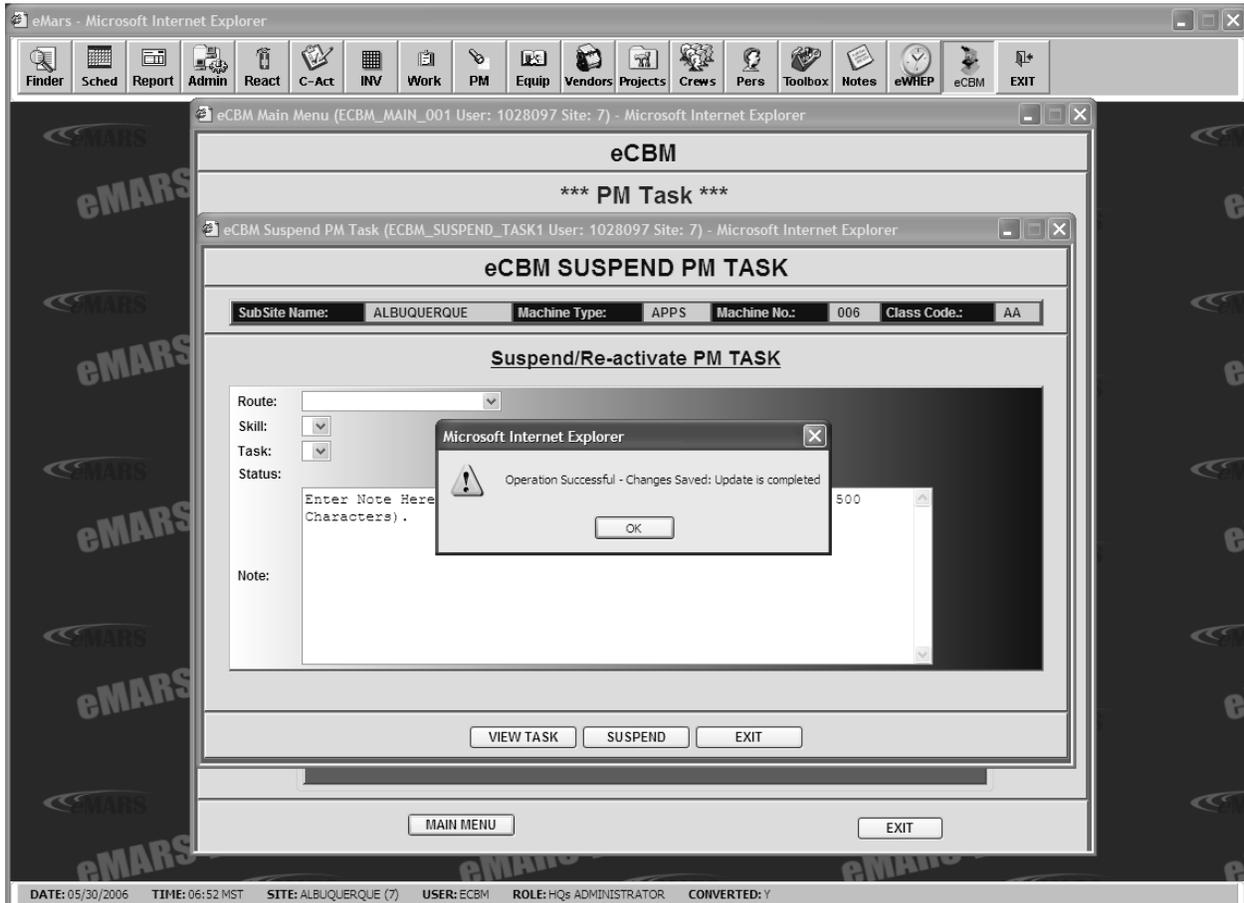


Figure 4-17
Operation Successful

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).

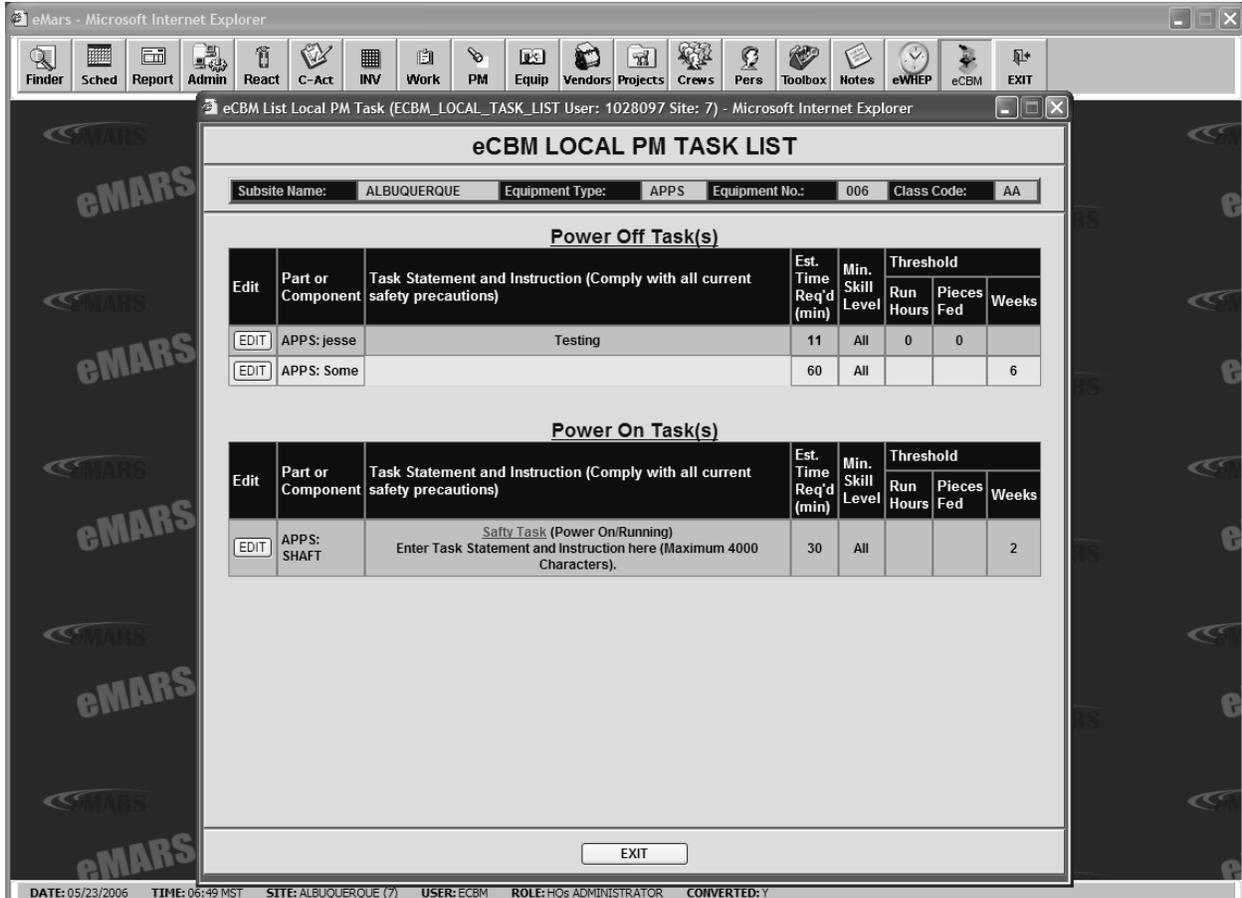


Figure 4-19
eCBM Local PM Task List

EDIT LOCAL TASK

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

The screenshot shows a web browser window titled "eCBM Create or Edit Local PM Task (ECBM_LOCAL_TASK User: 1028097 Site: 7) - Microsoft Internet Explorer". The browser's address bar and toolbar are visible. The main content area displays the "eCBM LOCAL PM TASK" form. At the top of the form, there are fields for "Subsite Name: ALBUQUERQUE", "Equipment Type: APPS", "equipment No.: 006", and "Class Code.: AA". Below this is a section titled "Edit Local PM Task (ID:123)" with a note that an asterisk indicates a required field. The form contains several input fields and checkboxes: "Sub-Assembly:" (dropdown menu with "APPS" selected), "Part or Component:" (text field with "JESSE"), "Task Statement and Instruction:" (text area with "Testing"), "Route:" (dropdown menu with "PREVENTIVE MAINTENANCE" selected), "Est. Minutes Req'd:" (text field with "11"), "Min. Skill Level:" (dropdown menu with "ALL" selected), "Multiplier:" (dropdown menu with "NONE" selected), "Threshold Option:" (radio buttons for "RunHours/PiecesFed" and "Weeks", with "RunHours/PiecesFed" selected), "Run Hours Threshold:" (text field with "0" and "(hours)" label), "Pieces Fed Threshold:" (text field with "0" and "(pieces)" label), "Task is performed with power on:" (checkbox, unchecked), "Safety:" (checkbox, checked), "Priority:" (checkbox, checked), "Pre-Route:" (checkbox, checked), and "Pre-Operational:" (checkbox, unchecked). At the bottom of the form are three buttons: "DELETE TASK", "UPDATE TASK", and "EXIT". The browser's status bar at the bottom shows "DATE: 05/23/2006", "TIME: 06:49 MST", "SITE: ALBUQUERQUE (7)", "USER: ECBM", "ROLE: HQs ADMINISTRATOR", and "CONVERTED: Y".

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 be created. Note: SPBS configuration is not yet available.



Figure 4-21
Equipment Profile

4.4.1 APPS Configuration

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

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.

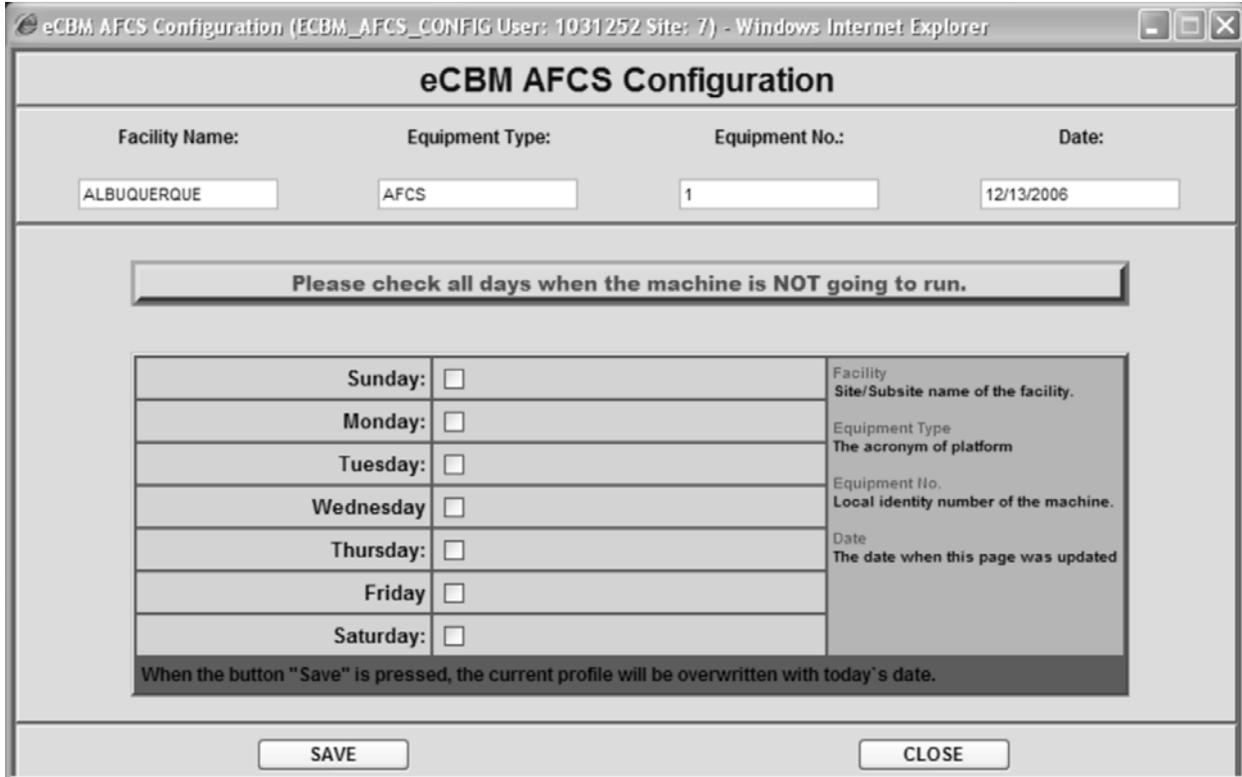
The lower portion of the screen requires an entry at all locations designated with an asterisk. Bottom portion numbers automatically calculate based upon lower portion entries.

- **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_CONFIG User: 1031252 Site: 7) - Windows Internet Explorer

eCBM AFCS Configuration

Facility Name: ALBUQUERQUE Equipment Type: AFCS Equipment No.: 1 Date: 12/13/2006

Please check all days when the machine is NOT going to run.

Sunday:	<input type="checkbox"/>	Facility Site/Subsite name of the facility. Equipment Type The acronym of platform Equipment No. Local identity number of the machine. Date The date when this page was updated
Monday:	<input type="checkbox"/>	
Tuesday:	<input type="checkbox"/>	
Wednesday:	<input type="checkbox"/>	
Thursday:	<input type="checkbox"/>	
Friday:	<input type="checkbox"/>	
Saturday:	<input type="checkbox"/>	

When the button "Save" is pressed, the current profile will be overwritten with today's date.

SAVE CLOSE

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.

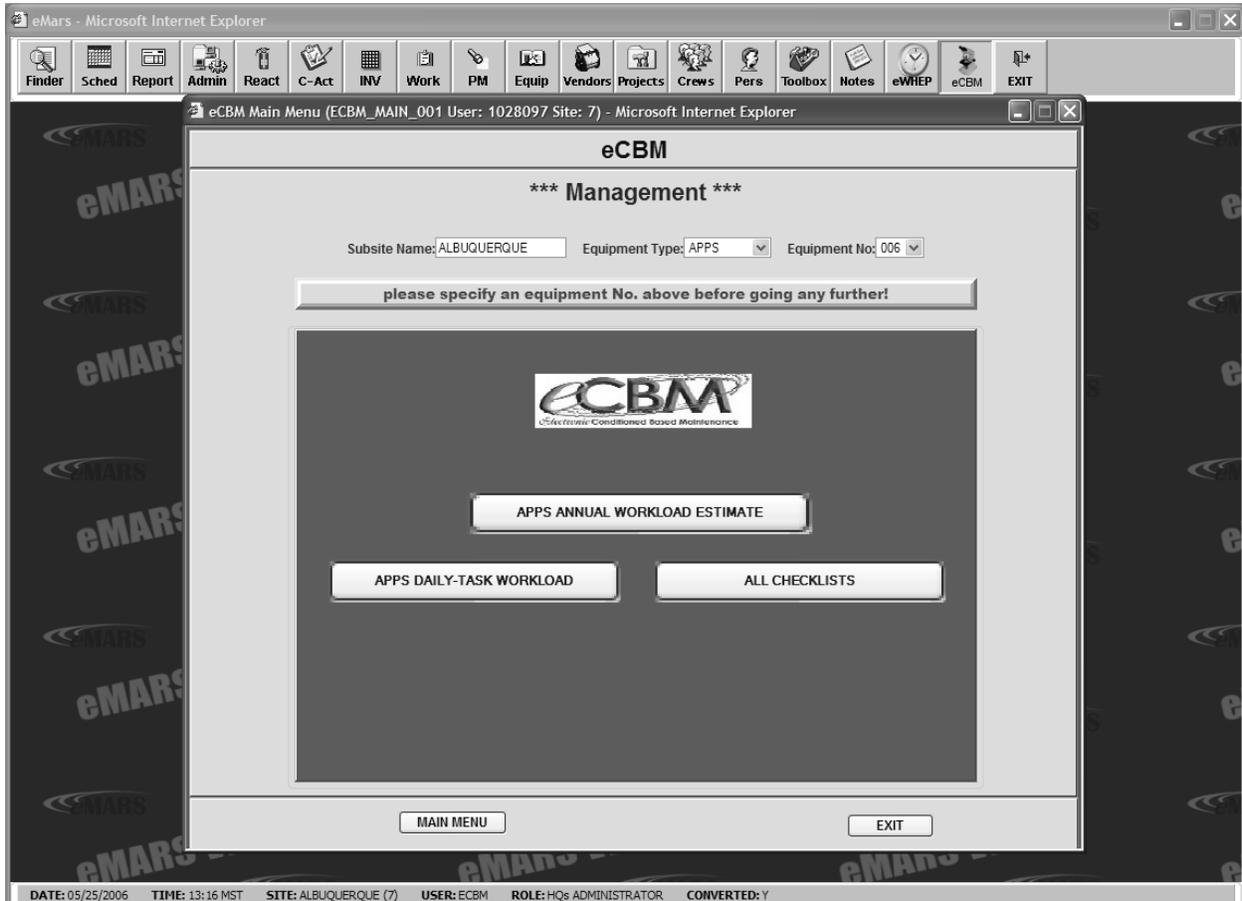


Figure 4-24
eCBM Management

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.

eCBM APPS Annual Workload Estimate

all field marked with * are required.

*Sides: SINGLE SIDE	70 VDC Power Supply:
*Carrier Cells: 100 (0 ~ 999)	10% Carrier Cells:
*Bins: 100	25% Bins:
*Sort Configuration: CLOSE LOOP	APCU+PUN:
*APCU: 0 (0 ~ 9)	E-Stop:
*PUN: 0 (0 ~ 9)	GCPU:
*APCU w/Gate: 0 (0 ~ 9)	OCC:
Machine Size: 0	MAB:
*Ave. Daily Running Hours: 15 (1 ~ 24)	

CALCULATE PRINT EXIT

APPS Annual Workload Required by Level(hours per machine)							
6 days/week				7 days/week			
MM4	MM5	MPE	ET	MM4	MM5	MPE	ET

Summary of APPS Annual Workload (hours per machine)						
Operation (days/wk)	Routine Servicing Time (hr/yr)	Operational Maint. Time (1) (hr/yr)	Repair Time (2) (hr/yr)	Total Routine Servicing Time (hr/yr)	Non-Productive Time (3) (hr/yr)	Total Servicing Time (hr/yr)
6 day						
7 day						

(1) Operational Maintenance Time maximum twice per day on non-PM tours.
 (2) Repair Time is 30% of Routine Servicing Time and Operational Maint.Time. The repair time shown above is the maximum time allotted per site.
 (3) Non-Productive Time is 5% of Total Routine Servicing Time.

DATE: Tue May 30 10:01:50 CDT 2006, USER: ECBM EACCESS, Subsite Name: ALBUQUERQUE

DATE: 05/30/2006 TIME: 06:52 MST SITE: ALBUQUERQUE (7) USER: ECBM ROLE: HQs ADMINISTRATOR CONVERTED: 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.

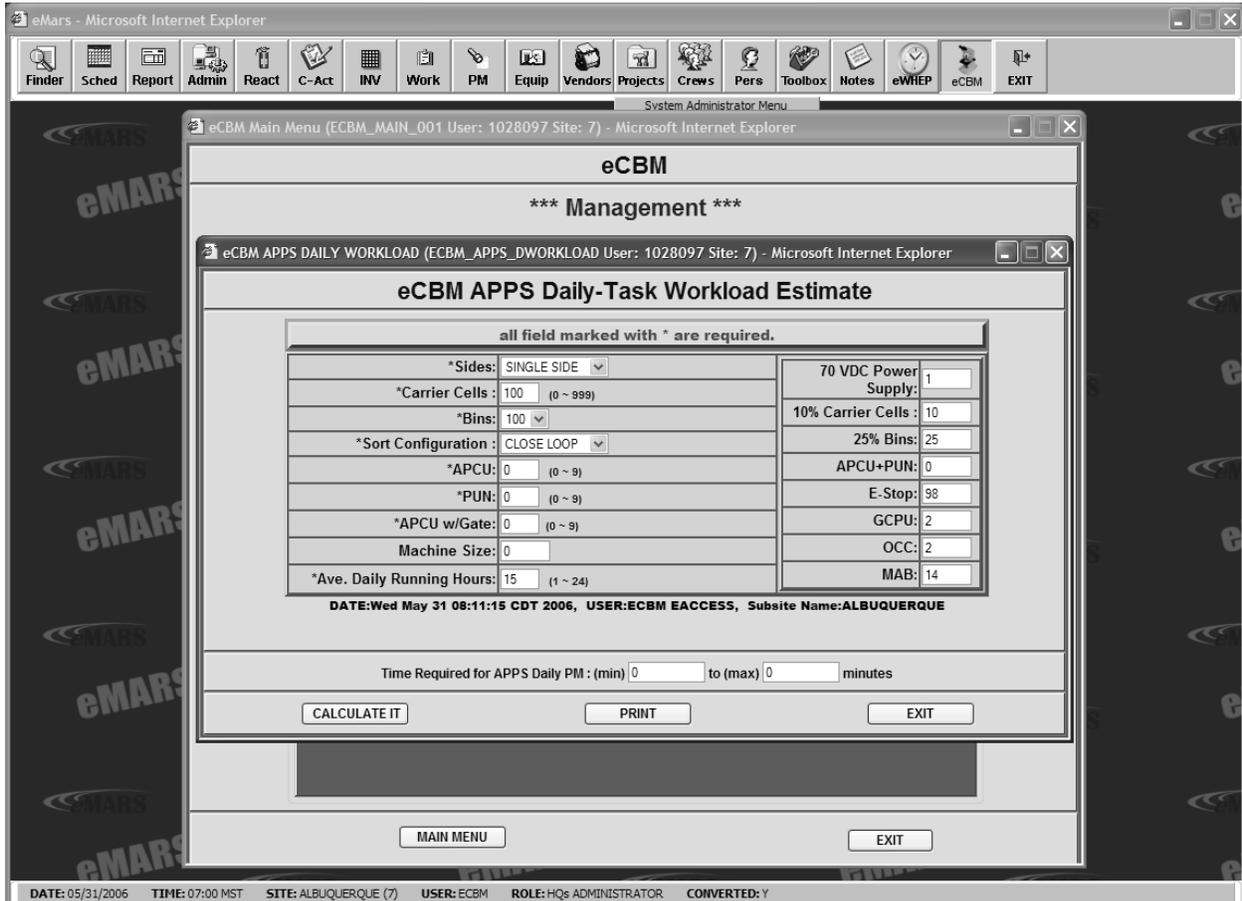


Figure 4-26
eCBM Daily Task Workload Estimate

- **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).

DAILY TASK WORKLOAD

- **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.

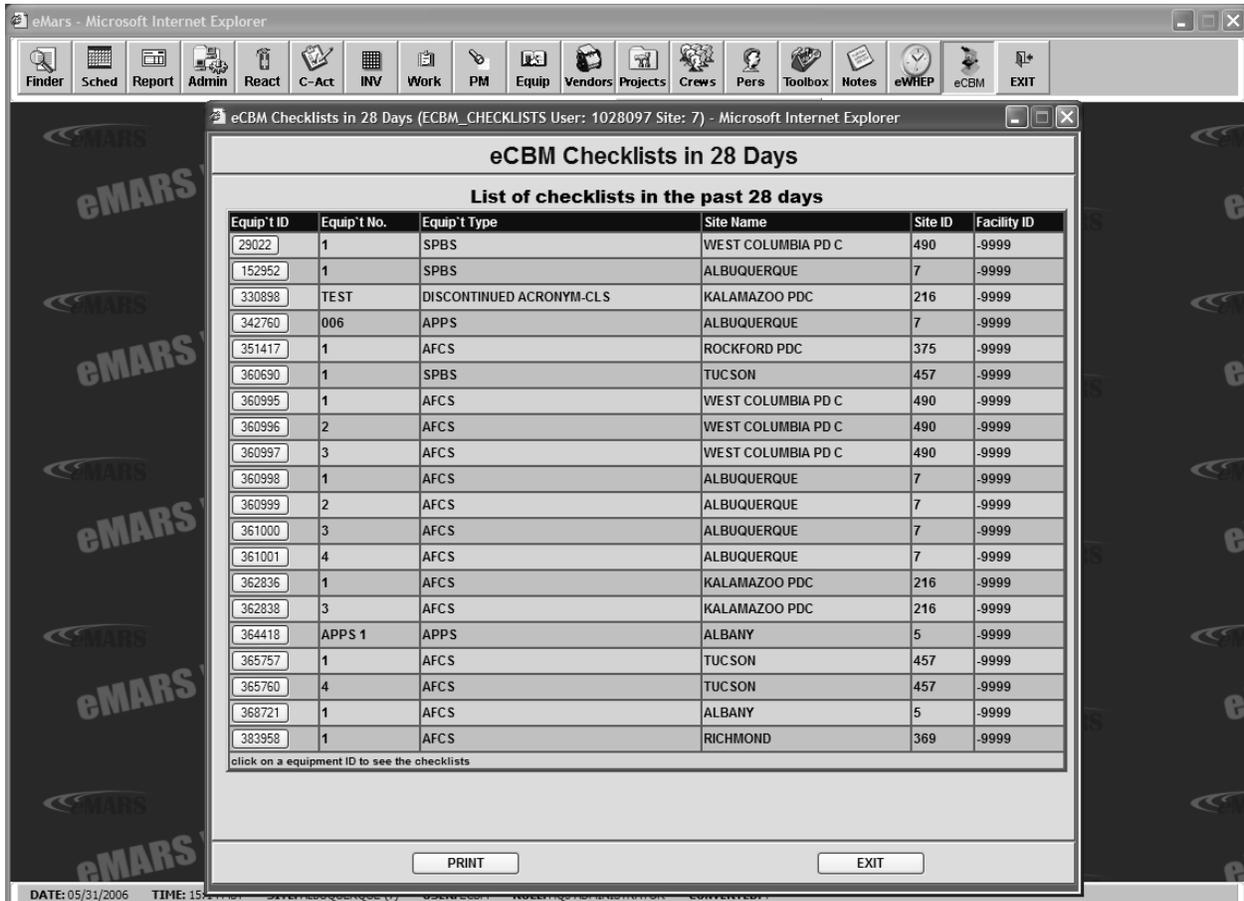


Figure 4-27
eCBM Checklists in 28 Days

ALL CHECKLISTS

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**.

The screenshot shows a web browser window titled "eMARS - Microsoft Internet Explorer". The main content area displays a window titled "eCBM Checklists in 28 Days" with the subtitle "List of Checklists in the past 28 days". Below the subtitle, it specifies "(Equip't Type :APPS, Equip't No. :006, Site Name :ALBUQUERQUE)". A table lists the checklists with columns for Checklist No., Creating Date, and Creator. At the bottom of the window are buttons for BACK, PRINT, and EXIT. The status bar at the bottom of the browser shows: DATE: 05/31/2006 TIME: 07:00 MST SITE: ALBUQUERQUE (7) USER: ECBM ROLE: HQS ADMINISTRATOR CONVERTED: Y

Checklist No.	Creating Date	Creator
178	30-MAY-06	ECBM
162	29-MAY-06	ECBM
146	28-MAY-06	ECBM
130	27-MAY-06	ECBM
114	26-MAY-06	ECBM
95	25-MAY-06	ECBM
81	22-MAY-06	ECBM EACCESS
71	15-MAY-06	ECBM EACCESS
64	12-MAY-06	ECBM EACCESS
45	10-MAY-06	ECBM2 ECBM_MARS_USER
35	08-MAY-06	ECBM EACCESS

Figure 4-28
Selected Equipment Checklists

ALL CHECKLISTS

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

The screenshot displays the 'eCBM Checklists in 28 Days' interface. The main window shows 'Tasks in Checklist 178' for Machine Type :APPS, Machine No. :006, Facility :ALBUQUERQUE. Below this is a table with 11 columns: Task ID, Creating Date, Reporting Date, Creator, Reporter, Status, Run Hours, Pieces Fed, Bypassed, Delinquent, and Comments. The table contains 19 rows of data, all with a 'pending' status. The 'Comments' column contains various deferral codes and access logs for tasks 2 through 7.

Task ID	Creating Date	Reporting Date	Creator	Reporter	Status	Run Hours	Pieces Fed	Bypassed	Delinquent	Comments
1	30-MAY-06		ECBM		pending	66.37	361906	1	1	
2	30-MAY-06		ECBM		pending	66.37	361906	1	1	deferral code 1 by ECBM EACCESS in 19-MAY-06;
3	30-MAY-06		ECBM		pending	66.37	361906	1	1	deferral code 2 by ECBM EACCESS in 19-MAY-06;
4	30-MAY-06		ECBM		pending	66.37	361906	1	1	deferral code 3: Comment1 by ECBM EACCESS in 19-MAY-06;
5	30-MAY-06		ECBM		pending	66.37	361906	1	1	deferral code 7 by ECBM EACCESS in 19-MAY-06;
6	30-MAY-06		ECBM		pending	66.37	361906	1	1	deferral code 8 by ECBM EACCESS in 19-MAY-06;
7	30-MAY-06		ECBM		pending	66.37	361906	1	1	deferral code W: comment2 by ECBM EACCESS in 19-MAY-06;
8	30-MAY-06		ECBM		pending	66.37	361906	1	1	
9	30-MAY-06		ECBM		pending	66.37	361906	1	1	
10	30-MAY-06		ECBM		pending	66.37	361906	1	1	
11	30-MAY-06		ECBM		pending	66.37	361906	1	1	
12	30-MAY-06		ECBM		pending	66.37	361906	1	1	
13	30-MAY-06		ECBM		pending	66.37	361906	1	1	
14	30-MAY-06		ECBM		pending	66.37	361906	1	1	
15	30-MAY-06		ECBM		pending	66.37	361906	1	1	
16	30-MAY-06		ECBM		pending	66.37	361906	1	1	
17	30-MAY-06		ECBM		pending	66.37	361906	1	1	
18	30-MAY-06		ECBM		pending	66.37	361906	1	1	
19	30-MAY-06		ECBM		pending	66.37	361906	1	1	

DATE: 05/31/2006 TIME: 07:00 MST SITE: ALBUQUERQUE (7) USER: ECBM ROLE: HQs ADMINISTRATOR CONVERTED: Y

Figure 4-29
Tasks in Checklist

ALL CHECKLISTS

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

eCBM PM Task Details

Subsite Name: ALBUQUERQUE Equipment Type: APPS Equipment No.: 006 Class Code.: AA

Details of APPS PM Task No.1

Sub-Assembly	FEED SUBSYSTEM
Part or Component	ALL PURPOSE CONTAINER UNLOADER
Task Statement and Instruction	Priority Task PERFORM MAIL SEARCH. Perform mail search as follows: Remove covers and panels as necessary. Search for mailpieces. Return all mail found during mail search to the proper mail path. Report unloader damage. Replace all covers and panels. Check that all equipment guards are in place.
Est. Time Req'd (min)	10
Min. Skill Level	MM4
Power On/Off	OFF
Unit Name	APCU
Runhours Threshold	1
Pieces Fed Threshold	1000

PRINT EXIT

DATE: 05/31/2006 TIME: 07:00 MST SITE: ALBUQUERQUE (7) USER: ECBM ROLE: HQs ADMINISTRATOR CONVERTED: Y

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.

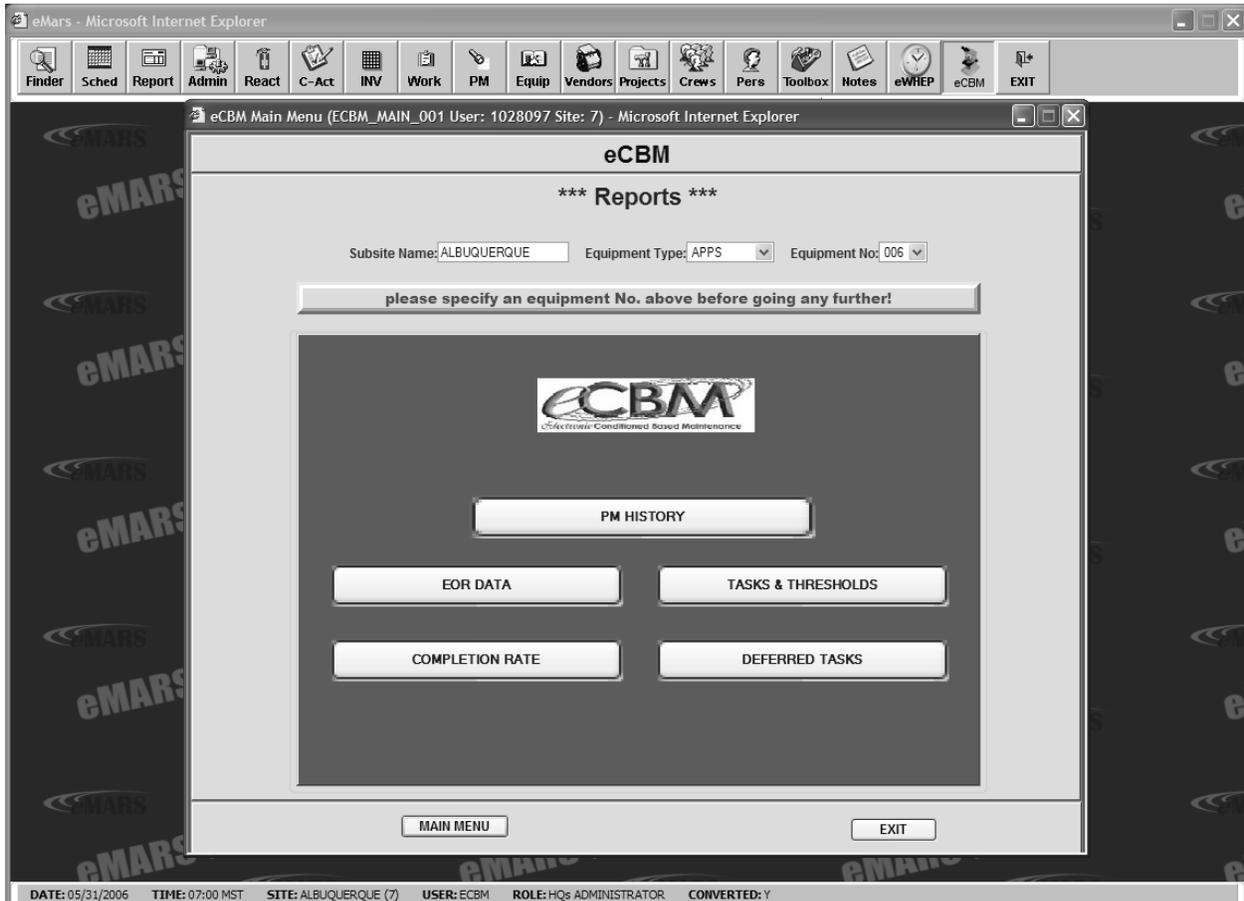


Figure 4-31
eCBM Reports

4.6.1 PM History

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

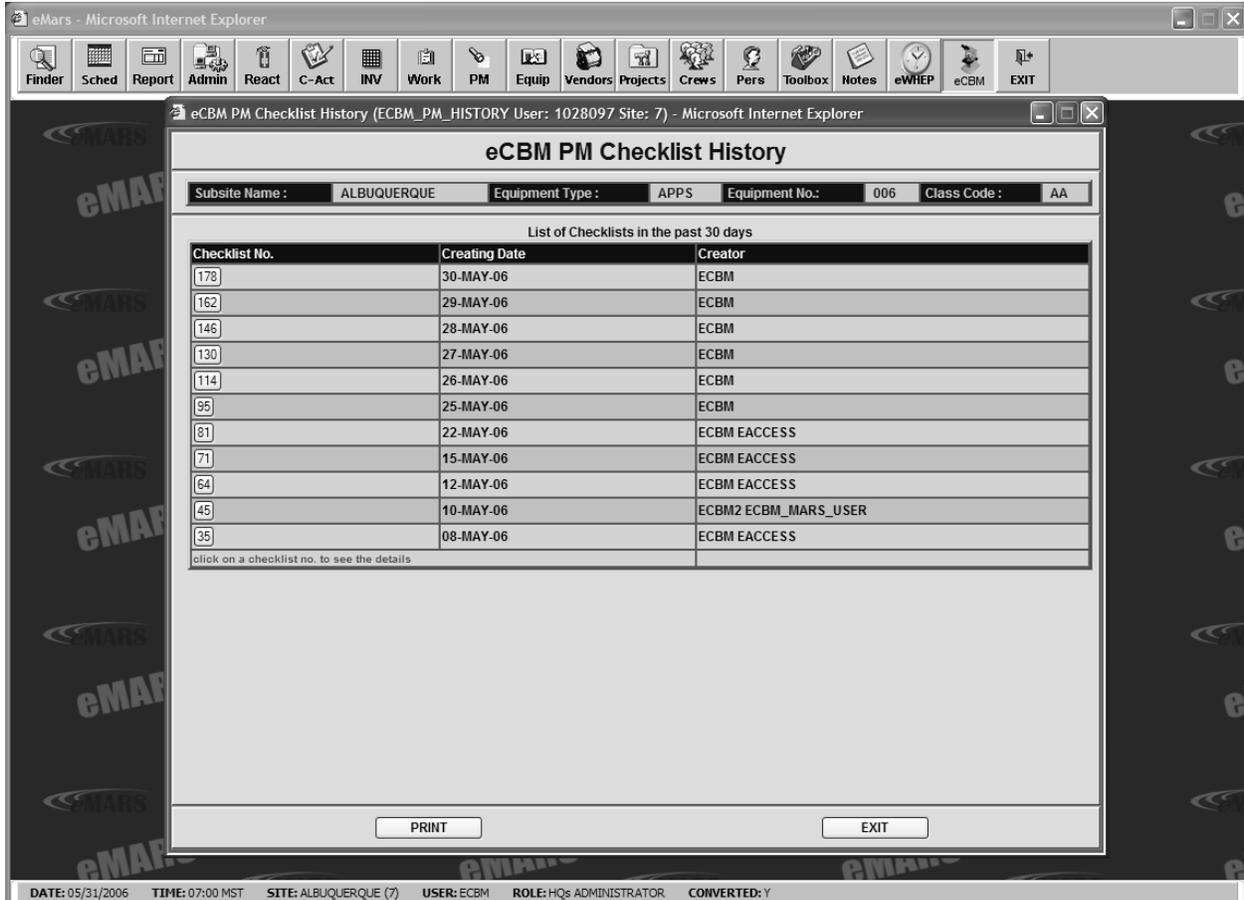


Figure 4-32
eCBM PM Checklist History

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

Task ID*	Creating Date	Reporting Date	Creator	Reporter	Status	Run Hours	Pieces Fed	Deferred	Delinquent	Days2Live	Comments
2	08-JAN-07		ECBM		pending	30.36	994114	1	1	-17	
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	
19	08-JAN-07		ECBM		pending	30.36	994114	1	1	-17	
20	08-JAN-07		ECBM		pending	561	17571229	1	1	-202	

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.

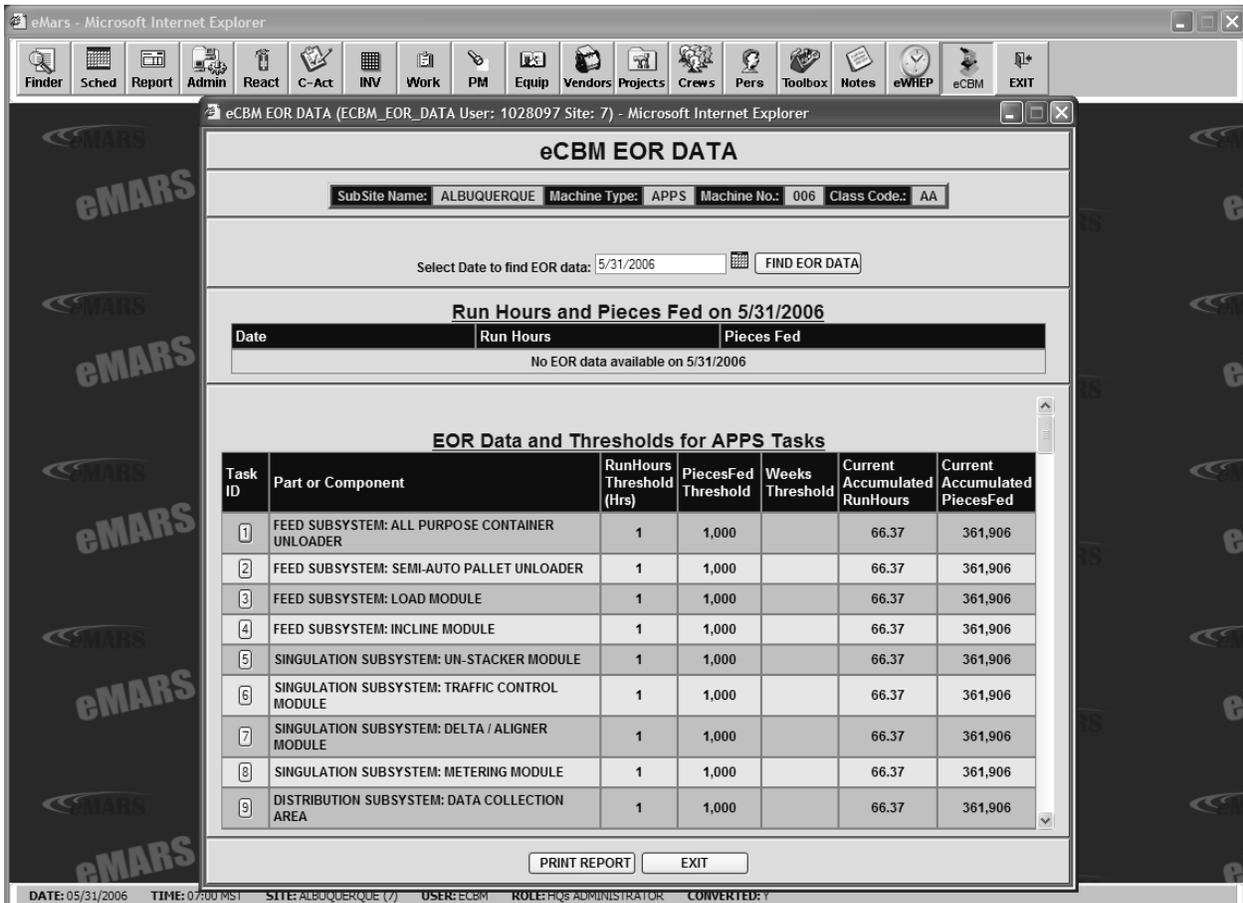


Figure 4-34
eCBM EOR Data

- 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).

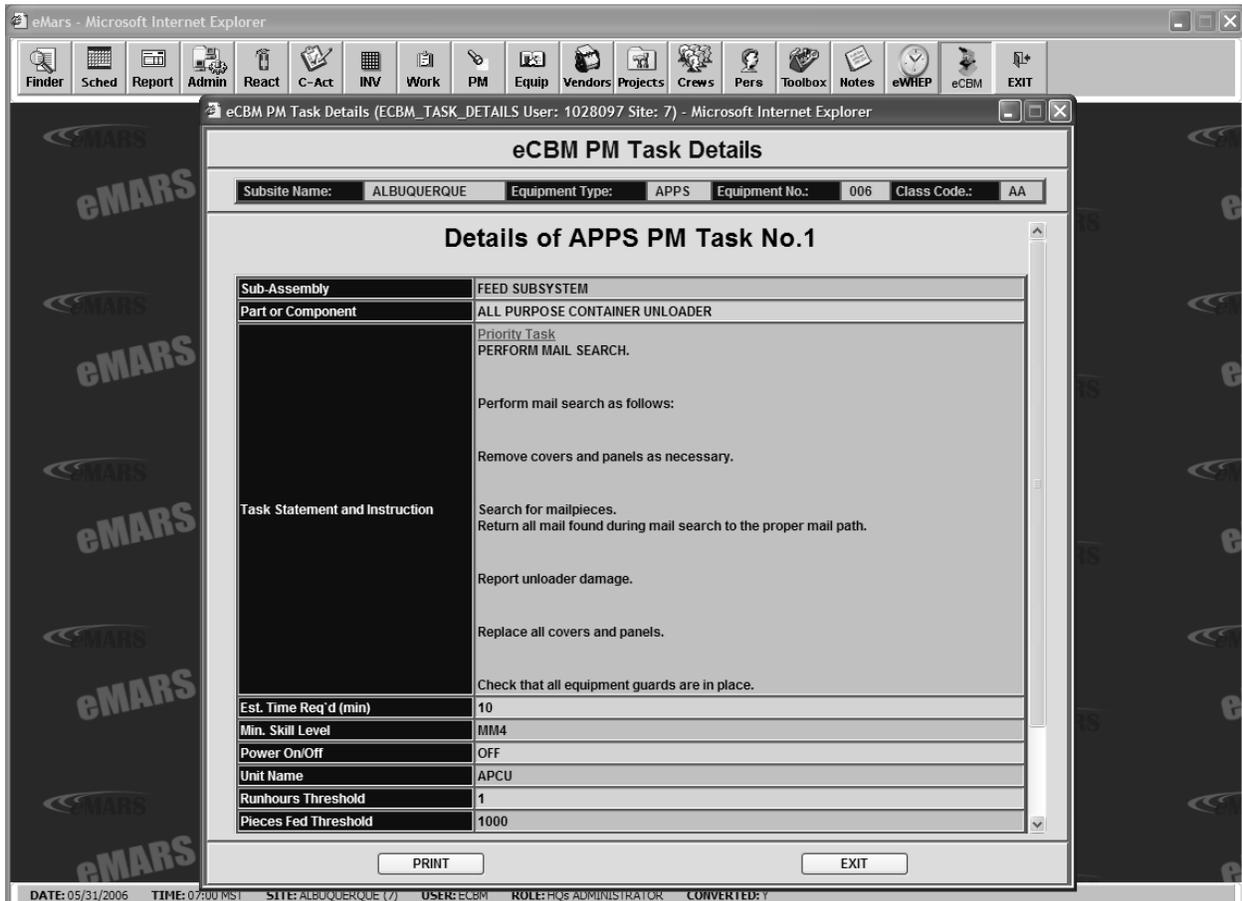


Figure 4-35
Details of PM Task

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.

The screenshot shows a web browser window titled "eCBM PM Tasks And Thresholds (ECBM_TASK_THRESHOLD User: 1028097 Site: 7) - Microsoft Internet Explorer". The main content area is titled "eCBM PM TASKS AND THRESHOLDS" and contains a form with the following fields: SubSite Name: ALBUQUERQUE, Machine Type: APPS, Machine No.: 006, and Class Code: AA. Below the form is a table titled "EOR Data and Thresholds for APPS Tasks".

Task ID	Part or Component	RunHours Threshold (Hrs)	PiecesFed Threshold	Weeks Threshold	Day2Live	Current Accumulated RunHours	Current Accumulated PiecesFed
1	FEED SUBSYSTEM: ALL PURPOSE CONTAINER UNLOADER	1	1,000		1	56.29	294,722
2	FEED SUBSYSTEM: SEMI-AUTO PALLET UNLOADER	1	1,000		1	56.29	294,722
3	FEED SUBSYSTEM: LOAD MODULE	1	1,000		1	56.29	294,722
4	FEED SUBSYSTEM: INCLINE MODULE	1	1,000		1	56.29	294,722
5	SINGULATION SUBSYSTEM: UN-STACKER MODULE	1	1,000		1	56.29	294,722
6	SINGULATION SUBSYSTEM: TRAFFIC CONTROL MODULE	1	1,000		1	56.29	294,722
7	SINGULATION SUBSYSTEM: DELTA / ALIGNER MODULE	1	1,000		1	56.29	294,722
8	SINGULATION SUBSYSTEM: METERING MODULE	1	1,000		1	56.29	294,722
9	DISTRIBUTION SUBSYSTEM: DATA COLLECTION AREA	1	1,000		1	56.29	294,722
10	DISTRIBUTION SUBSYSTEM: AUTOMATED ADDRESS RECOGNITION SUBSYSTEM	1	1,000		1	56.29	294,722
11	DISTRIBUTION SUBSYSTEM: 90 DEGREE INCLINE CURVE	1	1,000		1	56.29	294,722
12	DISTRIBUTION SUBSYSTEM: 90 DEGREE HIGH SPEED CURVE	1	1,000		1	56.29	294,722
13	DISTRIBUTION SUBSYSTEM: SYNC	1	1,000		1	56.29	294,722

At the bottom of the table is an "EXIT" button. The status bar at the bottom of the browser window shows: DATE: 06/01/2006 TIME: 15:00 MST SITE: ALBUQUERQUE (7) USER: ECBM ROLE: HQs ADMINISTRATOR CONVERTED: Y

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.

TASKS AND THRESHOLDS

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

eCBM PM Task Details

Subsite Name: ALBUQUERQUE Equipment Type: APPS Equipment No.: 006 Class Code.: AA

Details of APPS PM Task No.1

Sub-Assembly	FEED SUBSYSTEM
Part or Component	ALL PURPOSE CONTAINER UNLOADER
Priority Task	PERFORM MAIL SEARCH.
Task Statement and Instruction	Perform mail search as follows: Remove covers and panels as necessary. Search for mailpieces. Return all mail found during mail search to the proper mail path. Report unloader damage. Replace all covers and panels. Check that all equipment guards are in place.
Est. Time Req'd (min)	10
Min. Skill Level	MM4
Power On/Off	OFF
Unit Name	APCU
Runhours Threshold	1
Pieces Fed Threshold	1000

PRINT EXIT

DATE: 06/01/2006 TIME: 15:00 MST SITE: ALBUQUERQUE (7) USER: ECBM ROLE: FCS ADMINISTRATOR CONVERTED: Y

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.

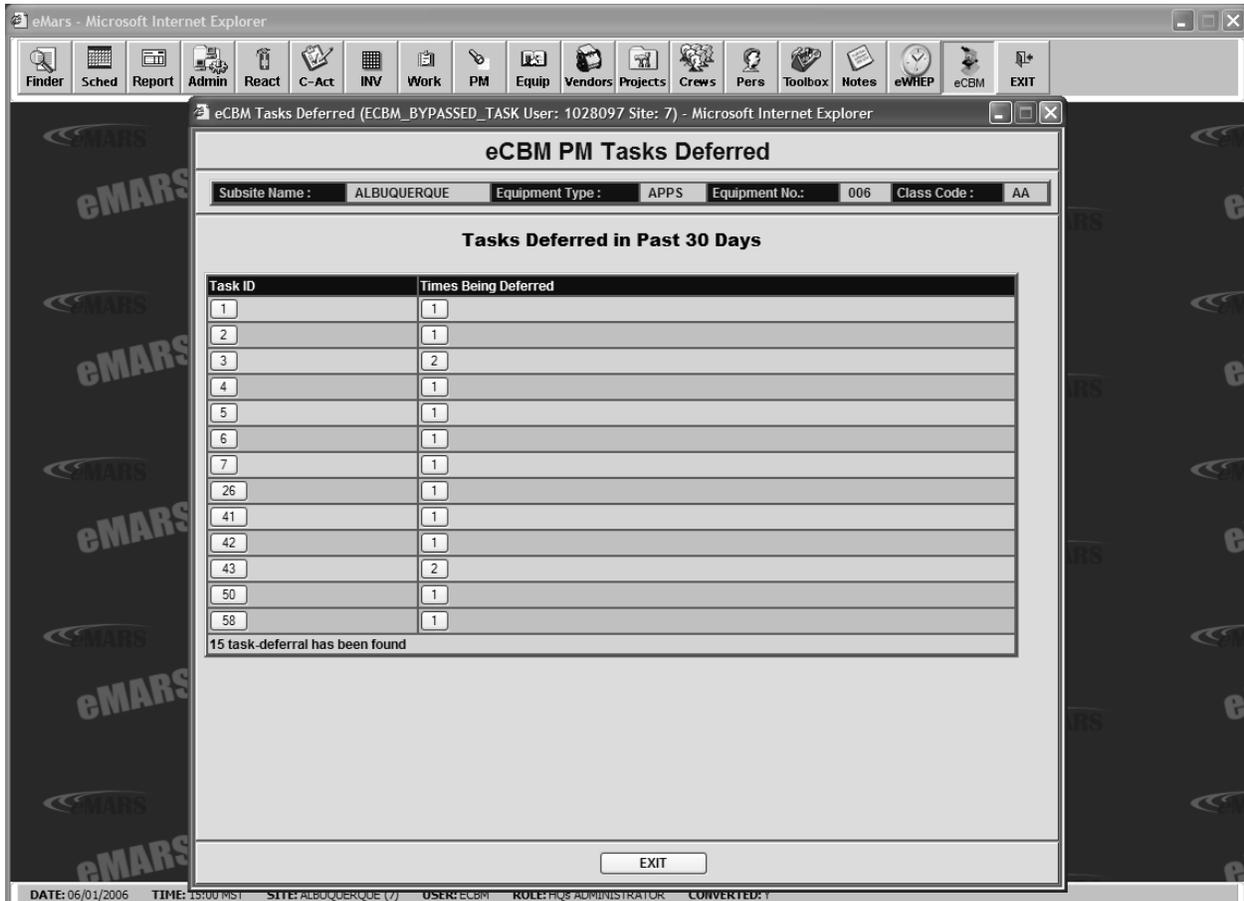


Figure 4-39
eCBM PM Tasks Deferred

DEFERRED TASKS

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.

eCBM PM Task Details

Subsite Name: ALBUQUERQUE Equipment Type: APPS Equipment No.: 006 Class Code.: AA

Details of APPS PM Task No.1

Sub-Assembly	FEED SUBSYSTEM
Part of Component	ALL PURPOSE CONTAINER UNLOADER
Task Statement and Instruction	<p>Priority Task PERFORM MAIL SEARCH.</p> <p>Perform mail search as follows:</p> <p>Remove covers and panels as necessary.</p> <p>Search for mailpieces. Return all mail found during mail search to the proper mail path.</p> <p>Report unloader damage.</p> <p>Replace all covers and panels.</p> <p>Check that all equipment guards are in place.</p>
Est. Time Req'd (min)	10
Min. Skill Level	MM4
Power On/Off	OFF
Unit Name	APCU
Runhours Threshold	1
Pieces Fed Threshold	1000

PRINT EXIT

DATE: 06/01/2006 TIME: 15:00 MST SITE: ALBUQUERQUE (7) USER: ECBM ROLE: HQs ADMINISTRATOR CONVERTED: Y

Figure 4-40
eCBM PM Tasks Deferred Details Report

DEFERRED TASKS

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

The screenshot shows a web browser window titled "eMars - Microsoft Internet Explorer" with a toolbar containing icons for Finder, Sched, Report, Admin, React, C-Act, INV, Work, PM, Equip, Vendors, Projects, Crews, Pers, Toolbox, Notes, eWREP, eCBM, and EXIT. The main content area displays the "eCBM PM Tasks Deferred" report for user "ECBM_BYPASSED_TASK" at site "7".

Report details:

- Subsite Name: ALBUQUERQUE
- Equipment Type: APPS
- Equipment No.: 006
- Class Code: AA

Task Deferral Codes

Code	1	2	3	7	8	W
DESC	Lack Of Time	Not Needed At This Time	Parts Not Available	Operation Requirement	Down For Maintenance	Working

Task No. 26 has been deferred for 1 time(s)

Date	Deferral Reason	Technician	Checklist No.	Run Hours	Pieces Fed
05-19-2006 13:11:46	deferral code 1	ECBM EACCESS	71	40	30000

Buttons: BACK, EXIT

Footer: DATE: 06/01/2006 TIME: 15:00 MST SITE: ALBUQUERQUE (7) USER: ECBM ROLE: FICS ADMINISTRATOR CONVERTED: T

Figure 4-41
eCBM PM Tasks Deferred Report