



Getting  
Started  
with  
Version 8

# Table of Contents

Screen Organization .....	3
List View .....	3
Function Keys.....	4
Screen View.....	6
Function Keys.....	7
Other Screen Functions .....	8
Right Clicks .....	8
Scrolling .....	8
Links to Related Screen.....	9
Returning to a Screen .....	9
User Documentation.....	10

# Screen Organization

Benchmark Screens are organized in an intuitive, easy-to-understand manner. All Benchmark data is organized around a small number of screens related to major functions such as preventive maintenance or spare parts.

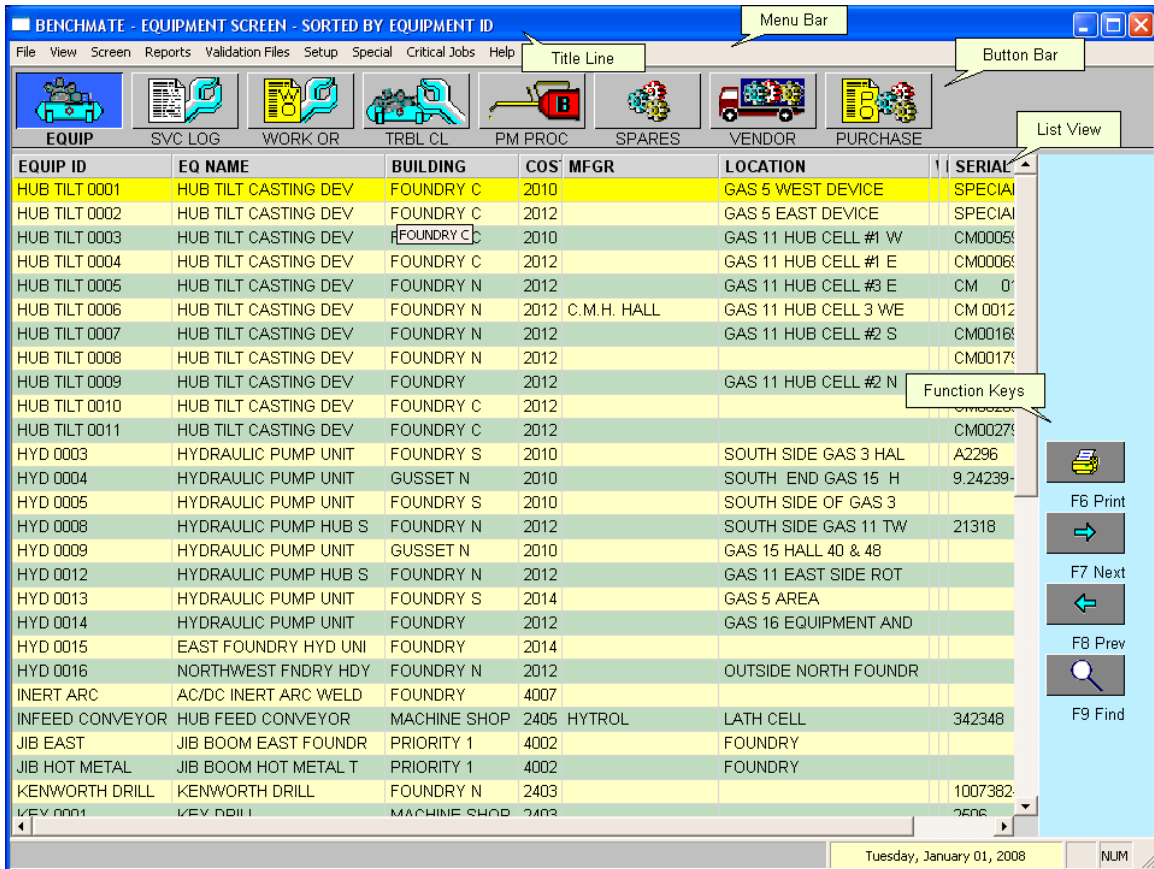
Each Benchmark screen has the following components:

- Title Line
- Menu Bar
- Button Bar and
- Function Keys.

Switch between screens by left-clicking the associated button on the Button Bar. The Title Line identifies the selected screen and indicates how the data is sorted. The Menu Bar also provides access to the major screens, reports and other functions. The Function Keys provide for stepping through or searching the data base and for printing data you see on the screen.

## List View

Each screen has two views – the List that shows multiple records and the Screen view showing detailed data for a single record. The Equipment List view, below, is sorted by the Equipment ID and shows a page of 50 records.



## Function Keys

The Function Keys to the right of the list view are used to locate records and to print a page.

To view the next 50 records, left-click the F7 Next button (or press the F7 key). The previous 50 records can be viewed by left-clicking the F8 Prev button (or pressing the F8 key). To print a page, left-click the F7 Print button (or press the F6 key).

You can also search for specific records using the F9 Find key from either the List or Screen views. Suppose we want to see a list of hydraulic pumps. Left-click F9 Find to display the first selection popup window. Since we know the name of each hydraulic pump starts with HYDRAULIC PUMP, we select search by EQUIPMENT NAME and left click OK.

FOUNDRY C	2010		GAS 11 HUB CELL #1 W	CM0005
FOUNDRY C	2012		GAS 11 HUB CELL #1 E	CM0006
FOUNDRY M	2010		GAS 11 HUB CELL #3 E	CM 00
FOUNDRY			B WE	CM 0012
FOUNDRY			#2 S	CM0016
FOUNDRY				CM0017
FOUNDRY			#2 N	CM0019
FOUNDRY				CM0026
FOUNDRY				CM0027
FOUNDRY			HAL	A2296
GUSSET N			5 H	9.24239-
FOUNDRY			AS 3	
FOUNDRY			1 TW	21318
GUSSET N			48	
FOUNDRY			ROT	
FOUNDRY			T AND	
FOUNDRY	2014			
FOUNDRY N	2012		OUTSIDE NORTH FOUNDR	
FOUNDRY	4007			
MACHINE SHOP	2405	HYTROL	LATH CELL	342348

Then a second window is displayed to specify a search value. We enter the first few letters – HYDRA -

UNDRY S	2010		SOUTH SIDE OF GAS 3	
SSET N	2010		GAS 15 HALL 40 & 48	
UNDRY S	2014		GAS 5 AREA	
UNDRY			NT AND	
UNDRY N				473581
UNDRY C				473581
RIORITY 1				
RIORITY 1				
UNDRY N				1007382-10
CHINE SHOP				98140
CHINE SHOP				2506
B ASSEMBLY				
B ASSEMBLY				
UNDRY	4012	HERNAULT	FOUNDRY Q A LAB	9567
	2407	LITTLE GIANT	ANY TOOL USING COOLA	PART NO 4
UNDRY C	2021	CON/MET	AGE FURNACE 0004	
CHINE SHOP	2403			
	4007			
UNDRY C	4002		PORTABLE SODA BLASTE	NB 168259

and left-click OK to display the result – a list of 50 equipment records sorted by EQUIPMENT NAME starting with HYDRAULIC PUMPS.

**BENCHMATE - EQUIPMENT SCREEN - SORTED BY NAME**

File View Screen Reports Validation Files Setup Special Critical Jobs Help

EQUIP SVC LOG WORK OR TRBL CL PM PROC SPARES VENDOR PURCHASE

EQ NAME	EQUIP ID	BUILDING	COS	MFGR	LOCATION	SERIAL NE
HYDRAULIC PUMP HUB S	HYD 0008	FOUNDRY N	2012		SOUTH SIDE GAS 11 TW	21318
HYDRAULIC PUMP HUB S	HYD 0012	FOUNDRY N	2012		GAS 11 EAST SIDE ROT	
HYDRAULIC PUMP UNIT	HYD 0003	FOUNDRY S	2010		SOUTH SIDE GAS 3 HAL	A2296
HYDRAULIC PUMP UNIT	HYD 0004	GUSSET N	2010		SOUTH END GAS 15 H	9.24239+12
HYDRAULIC PUMP UNIT	HYD 0005	FOUNDRY S	2010		SOUTH SIDE OF GAS 3	
HYDRAULIC PUMP UNIT	HYD 0009	GUSSET N	2010		GAS 15 HALL 40 & 48	
HYDRAULIC PUMP UNIT	HYD 0013	FOUNDRY S	2014		GAS 5 AREA	
HYDRAULIC PUMP UNIT	HYD 0014	FOUNDRY	2012		GAS 16 EQUIPMENT AND	
INGOT CONVEYOR GAS 1	CONVEYOR 0001	FOUNDRY N	2010	HYTROL	FURNACE 12	473581
INGOT CONVEYOR GAS 1	CONVEYOR 0002	FOUNDRY C	2012	HYTROL	FURNACE 15	473581
JIB BOOM EAST FOUNDR	JIB EAST	PRIORITY 1	4002		FOUNDRY	
JIB BOOM HOT METAL T	JIB HOT METAL	PRIORITY 1	4002		FOUNDRY	
KENWORTH DRILL	KENWORTH DRILL	FOUNDRY N	2403			1007382-10
KEY #2	KEY 0002	MACHINE SHOP	2405			98140
KEY DRILL	KEY 0001	MACHINE SHOP	2403			2506
LANDA HUB WASH SYSTE	LANDA 0001	HUB ASSEMBLY	2700			
LANDA HUB WASH SYSTE	LANDA 0002	HUB ASSEMBLY	2700			
LATHE Q.A. TRACER	LATHE 0002	FOUNDRY	4012	HERNAULT	FOUNDRY Q A LAB	9567
LITTLE GIANT PUMP	PUMP 0001		2407	LITTLE GIANT	ANY TOOL USING COOLA	PART NO 4
LOAD CART FOR AGE 00	AGE 0004 CART	FOUNDRY C	2021	CON/MET	AGE FURNACE 0004	
MACHINE SHOP	MACHINE SHOP	MACHINE SHOP	2403			
MAINTENANCE PAGER	BEEPER TIME		4007			
MEDIA TRANSPORT TANK	AIR TANK 0015	FOUNDRY C	4002		PORTABLE SODA BLASTE	NB 168259
MISCELLANEOUS EQUIPM	MISC. EQUIPMENT		4002			
MISCELLANEOUS MAINT	MISC. MAINTENAC		4007			
MOBILE DEGASSING UNI	DEGASSER 0001	FOUNDRY N	2002			
MODIFIED HYDRAULIC C	CYL 0002		2010	DAB/EDM/CKEBS		NH 30128

Tuesday, January 01, 2008 NUM

F6 Print  
F7 Next  
F8 Prev  
F9 Find

## Screen View

The Screen view presents detailed data for a record – an equipment in this example.

**BENCHMATE - EQUIPMENT SCREEN - SORTED BY EQUIPMENT ID**

Menu Bar: File View Screen Reports Validation Files Setup Special Critical Jobs Help

Button Bar: EQUIP SVC LOG WORK OR TRBL CL PM PROC SPARES VENDOR PURCHASE

**Main Screen Data:**

EQUIP ID: HUB TILT 0001    NAME: HUB TILT CASTING DEVICE    LOTO?

MFGR:    MODEL:    S/N: SPECIAL

ACCOUNT:    SVC CONTACT:

COST CTR: 2010    BLDG: FOUNDRY C

LOCN: GAS 5 WEST DEVICE

NAMEPLATE DATA:    SPECIAL INSTRUCTIONS - PRINT ON JOB TICKET?

HRS/WK:    MAX METER:

**Detail Screen (History Table):**

	DATE	JOBID	DESCRIPTION	METER
1	01/10/2007	WO-8584	heat tank conveyor jammed	0
2	01/04/2007	WO-8578	replumbed piping from flex hose to manifold on the back of the device	0
3	01/04/2007	WO-8577	pulled device form cradle; removed old cyls; installed 2 new platen cyls	0
4	12/28/2006	WO-8560	PULLED THE DEVICE FROM THE CRADLE AND DISASSEMBLED; STILL NEEDS CLEANING	0
5				
6				
7				
8				
9				
10				
11				
12				

Function Keys: F2 Add, F3 Edit, F4 Delete, F5 Window, F6 Print, F7 Next, F8 Prev, F9 Find

Detail Window Buttons: TEXT, COMPONENTS, SPARES, HISTORY, METER, WARRANTY, DOCUMENTS

Status Bar: Tuesday, January 01, 2008    NUM

This view has two major areas: the Main Screen showing equipment data and the Detail Screen showing related information – in this case the maintenance history for the equipment. The contents of the Detail Screen area can be switched to show other data related to the equipment in the Main Screen. For the equipment screen, the following can be displayed:

- TEXT – contains detailed text information about the equipment,
- COMPONENTS – identifies and describes the equipment components,
- SPARES – contains a list of spare parts for that equipment,
- HISTORY – summary of maintenance activity starting with the most recent job,
- METER – shows run time activity for equipment having run-time meters
- WARRANTY – contains purchase and warranty data for the equipment and
- DOCUMENTS – lists up to 50 documents for that equipment such as the operator’s manual, manufacture’s recommended parts list and equipment drawings.

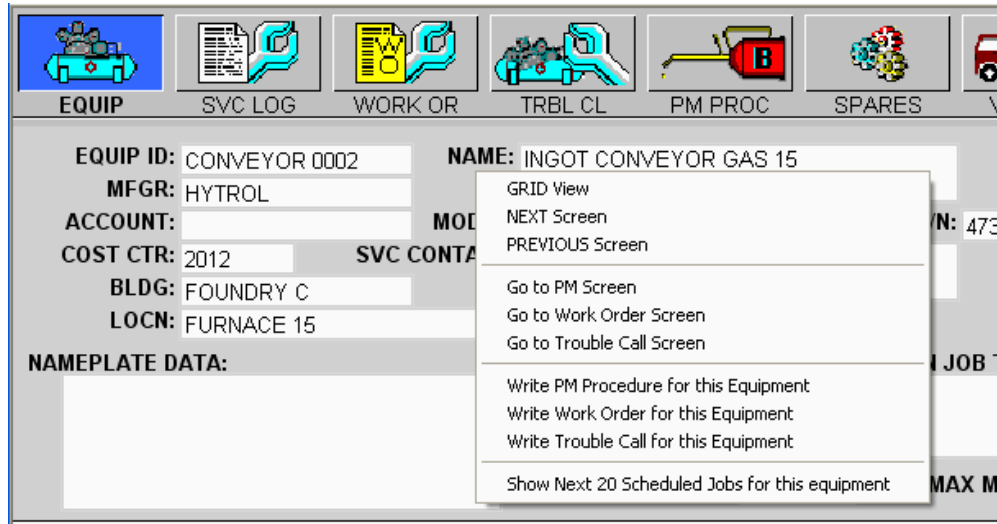
## **Function Keys**

The Screen view has three additional function keys – F2 Add to create new records, F3 Edit to modify the record being viewed and F4 Delete to delete the record being viewed. These function keys are restricted to users having password permission to use them.

## Other Screen Functions

### Right Clicks

Right clicking any screen (either List or Screen view) displays a popup menu presenting additional commands.

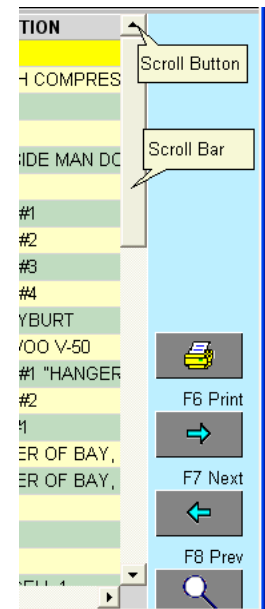


These commands contain short cuts to related screens and special reports. In the example, the next 20 scheduled jobs can be displayed for the equipment by left-clicking the last menu entry.

### Scrolling

The List view and Detail windows can be scrolled using:

- Scroll Buttons and Scroll bar to the right of the window
- Mouse wheel and
- Up/Down Arrow keys on the keyboard.



## Links to Related Screen

Most screens have data fields with green colored, underlined text. These fields are linked to another screen – just like the Internet. For example, double-left clicking on WO-8584 opens the Service Log screen for detail information about that job.

EQUIP ID: PC 0021  
 NAME: PROGRAMABLE CONTR

**JOBID**  
WO-8584

**BENCHMARK - SERVICE LOG SCREEN - SORTED BY JOB ID**

File View Screen Reports Validation Files Setup Special Critical Jobs Help

EQUIP SVC LOG WORK OR TRBL CL PM PROC SPARES VENDOR PURCHASE

JOB DESC: heat tank conveyor jammed

JOB ID: WO-8584  
 COMPLETION DATE: 01/10/2007  
 TIME COMPLETED 12:00 AM  
 ATTN REQ?  
 PLANNED?  
 METER:  
 DN TIME: 0:00

EQUIP ID: HUB TILT 0001 COMPONENT:  
 NAME: HUB TILT CASTING DEVICE  
 BLDG: FOUNDRY C  
 COST CTR: 2010 ACCOUNT: PRIOR: 4 REQ'D BY

CAUSE: CLEAN  
 LEAD SHOP: MAINT

**LABOR**

	NAME	SHOP	DATE	C	TIME	RATE	OT	FACTOR	SD	PREM
1	DENNIS PATZER	MAINT	01/10/2007	<input type="checkbox"/>	1:00	\$21.20		0.00		0.00
2				<input type="checkbox"/>						
3				<input type="checkbox"/>						
4				<input type="checkbox"/>						
5				<input type="checkbox"/>						
6				<input type="checkbox"/>						
7				<input type="checkbox"/>						

LABOR PARTS USED COMMENTS COST DOCUMENTS

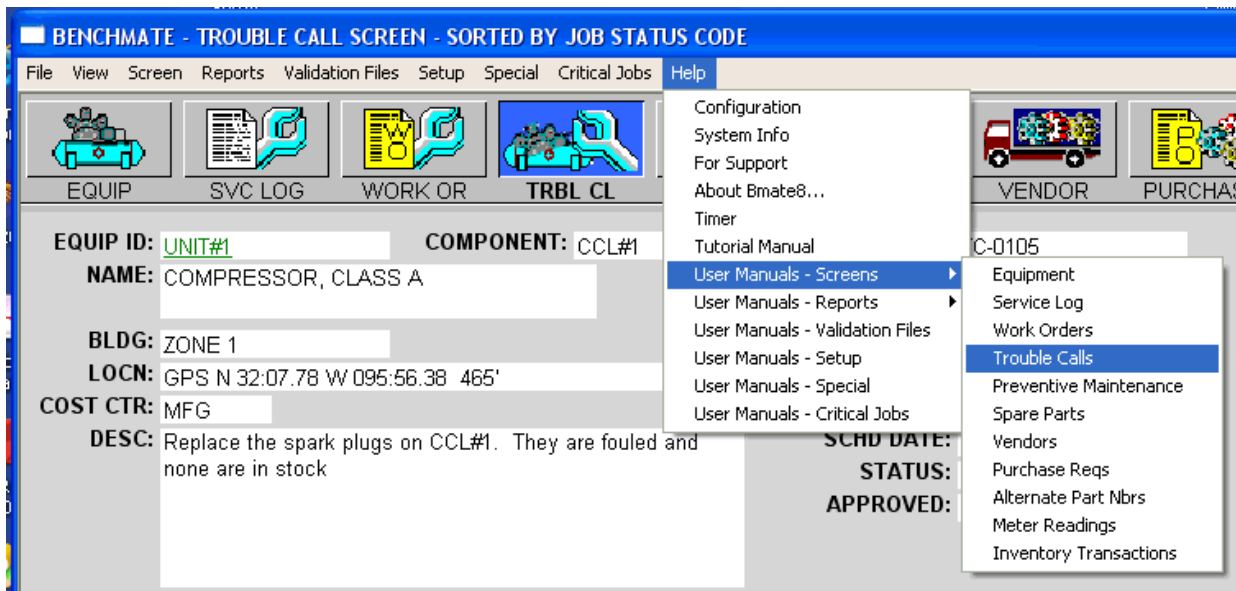
F2 Add  
 F3 Edit  
 F4 Delete  
 F5 Window  
 F6 Print  
 F7 Next  
 F8 Prev

## Returning to a Screen

Benchmark remembers the page or screen you were viewing when you open another screen. When you return to a screen using the Button Bar, Benchmark opens the page or screen that was open when you left.

# User Documentation

Benchmate user documents are now installed on your hard drive and can be opened from the Benchmate Help Menu for convenient reference.



The Help menu items correspond to Menu Bar entries, e.g.: Screen, Reports, ... . Each screen has its own document that can be displayed in the Adobe Reader and, if desired, printed.

