



*Do More With Benchmark*



# System Highlights



**EQUIPMENT**



**TROUBLE CALL**



**PREVENTIVE  
MAINTENANCE**



**SERVICE LOG**



**WORK ORDER**



**INVENTORY**



***More effective maintenance management begins with better organization of your maintenance data.  
Here's how Benchmate does it.***

One of the major challenges in using a comprehensive software package is learning where the information you need is located. Benchmate uses **just six major screens**—each associated with an everyday item such as equipment, preventive maintenance, etc. The information you need logically relates to one of these screens.



**EQUIPMENT**

Identifies and describes each equipment, its components, spare parts and maintenance history.



**PREVENTIVE MAINTENANCE**

Describes and schedules periodic maintenance and inspections for each equipment



**WORK ORDER**

Describes and schedules planned maintenance activity. Contains tasks and parts list for the job.



**TROUBLE CALL**

Tracks user and unplanned maintenance requests. Can be created by the user.



**SERVICE LOG**

Single screen for closing all jobs and unscheduled work. Shows who worked, parts used, component affected and comments.



**INVENTORY**

Describes each spare part, the equipment and component its used on, the store room location, quantity-on-hand and reorder point

***Check out the screens and reports on the following pages! Just look at the information Benchmate puts at your fingertips.***

# Benchmark lets you work in either a LIST or SCREEN view. Just click to switch between them.

## LIST VIEW

The LIST view lets you view up to 50 records at one time. Use the F9 Find command to locate a particular record.

Step forward and backward 50 records-at-a-time using the F7 Next and F8 Previous commands.

Print the screen contents using F6 Print.

Simply “double click” any line to open the SCREEN view to view details or to edit the record.

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 FOUNDRY	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 MAINTEN	MISC. MAINTENAC		4007		
MOBILE DEGASSING UNI	DEGASSER 0001	FOUNDRY N	2002		
MODIFIED HYDRAULIC C	HYD 0003	FOUNDRY N	2010		

## SCREEN VIEW

The SCREEN view presents detailed data for each record and allows for editing data.

The top of each screen presents basic information—about the equipment in this example.

The lower half presents related information about the equipment in a scrollable window. This example shows the equipment spares list.

**EQUIP ID:** UNIT#1      **NAME:** COMPRESSOR, CLASS A      **LOTO?**

**MFGR:** COOPER

**ACCOUNT:**      **MODEL:** GMVA-10      **S/N:** 44018

**COST CTR:** MFG      **SVC CONTACT:**      **BLDG:** ZONE 1

**LOCN:** GPS N 32.07.78 W 095.56.38 465'

**NAMEPLATE DATA:** Size 14 x 14; RPM 300; HP 1350

**SPECIAL INSTRUCTIONS - PRINT ON JOB TICKET?**

**HRS/WK:** 168      **MAX METER:**     

SPARES					
PART NBR	QTY	UI	PART NAME	COMPONENT	LOCN QOH
1	GMVR-13-D	1	FUEL CELL, IGNITER	PCL#2L	-7
2	591-010	1	IGNITION COL, ALTRONIC	PCL#1L	0
3	RW78N	4	SPARK PLUG, CHAMPION	PCL#1L	0
4	RW78N	4	SPARK PLUG, CHAMPION	PCL#1R	0
5					
6					
7					
8					

**TEXT**    **COMPONTS**    **SPARES**    **HISTORY**    **METER**    **WARRANTY**    **DOCUMENTS**

# EQUIPMENT SCREEN



- Single screen shows equipment information, component and associated spare parts and maintenance history.
- Focal point for most users.
- Seven ways to find equipment records.
- Related jobs, parts and history details are just one screen click away!
- List up to 50 documents for quick reference.

BENCHMARK - EQUIPMENT SCREEN - SORTED BY EQUIPMENT ID

File View Screen Reports Validation Files Setup Special Critical Jobs Help

EQUIP SVC LOG WORK OR TRBL CL PM PROC SPARES VENDOR

EQUIP ID: UNIT# NAME: COMPRESSOR, CLASS A LOTO?

MFGR: COOPER

ACCOUNT: MODEL: GMVA-10 S/N: 44018

COST CTR: MFG SVC CONTACT:

BLDG: ZONE 1

LOCN: GPS N 32:07.78 W 095:56.38 465'

NAMEPLATE DATA: SPECIAL INSTRUCTIONS - PRINT ON JOB TICKET?

Size 14 x 14; RPM 300; HP 1350

HRS/WK: 168 MAX METER:

SPARES

PART NBR	QTY	UI	PART NAME	COMPONENT	LOCN	QOH
1	1		FUEL CELL, IGNITER	PCL#2L		-7
2	1		IGNITION COL, ALTRONIC	PCL#1L		0
3	4		SPARK PLUG, CHAMPION	PCL#1L		0
4	4		SPARK PLUG, CHAMPION	PCL#1R		0
5						
6						
7						
8						

TEXT COMPONENTS SPARES HISTORY METER WARRANTY DOCUMENTS

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- Describes and schedules jobs for periodic maintenance and inspection.
- Each equipment can have several PMs—e.g.: monthly, annual,
- Service interval from 1 day to 99 years or by use (hours, miles or cycles).
- Each PM can have 1) 98 tasks, 2) 50 parts and 3) 50 equipments (route).
- Route is convenient way to service several equipment with just one job.
- List inspection forms, manufacture's instructions in Documents window.

# PREVENTIVE MAINTENANCE



BENCHMARK - PREVENTIVE MAINTENANCE PROCEDURE 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

JOB DESC: ANNUAL PM, COMPRESSOR CLASS A JOB ID: PM-0010

EQUIP ID: UNIT# COMPONENT: LAST DATE: 03/11/2007

NAME: COMPRESSOR, CLASS A INTERVAL: 1 YRS -R

BLDG: ZONE 1 DATE: 00/00/0000 PROJ DATE: 03/11/2008

LOCN: GPS N 32:07.78 W 095:56.38 465' SCH DATE: 03/11/2008

COST CTR: MFG ACCOUNT: STATUS: SCHD

PLANNER: PHONE: PRIORITY: 2 LOTO?

NOTES: LEAD SHOP: MECH

ASSIGNED TO:

EST TIME: 8:00 8:00

EST PARTS: \$203.56

TASKS

	DESCRIPTION	SHOP	TIME	IBR
1	Check Auto Shutdown. Cycle 3 times. After the second cycle, wait 24 hours before starting the last cycle. Report any problems - even if corrected - to the Maint Supt.	MECH	8:00	1
2	CHECK AND TORQUE ANCHOR BOLTS. THIS IS EXTREMELY IMPORTANT AS THIS UNIT STRESSES THE ANCHORING SYSTEM MORE THAN NORMAL. RECORD ANY NEEDED ADJUSTMENTS IN THE SERVICE LOG WHEN YOU CLOSE THE JOB.	MECH	0:00	0

TASKS SPARES REQ ROUTE METER DOCUMENTS

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# WORK ORDER SCREEN



- Tracks & schedules planned jobs.
- Typically prepared by maintenance.
- Automatically closed when work completed.
- Lists parts required needed for job.
- Can record conversations & comments—handy for longer jobs.

**BENCHMARK - WORK ORDER SCREEN - SORTED BY LEAD SHOP**

File View Screen Reports Validation Files Setup Special Critical Jobs Help

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

JOB DESC: Replace compressor cylinder and piston      JOB ID: WO-0001  
 REQ BY: MAINT SUPTCCL#1  
 EQUIP ID: UNIT#1      COMP'NT:      REQ DATE: 12/26/2007 5:00 AM  
 NAME: COMPRESSOR, CLASS A      COMPL'D DATE: 00/00/0000  
 SCHD DATE: 01/08/2008  
 BLDG: ZONE 1      DATE: 00/00/0000      STATUS: SCHD      LOTO   
 LOCN: GPS N 32:07.78 W 095:56.38 465'      PRIORITY:      PRNT CMNT   
 COST CTR: MFG      ACCOUNT:      LEAD SHOP: MECH  
 PLANNER:      PHONE:      ASSIGNED TO:      EST TIME: 32:00      32:00  
 EST PARTS: 0.00  
 APPROVED:     

TASKS			
	DESCRIPTION	SHOP	TIME IBR
1	Order parts kit and verify all parts before starting work	MECH	0:00 0
2	Notify operator at least 24 hours before starting work and let him know how long you expect to have the unit down for repair.	MECH	0:00 0

TASKS SPARES REQ ROUTE COMMENTS DOCUMENTS

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# TROUBLE CALL SCREEN



- Simplified work order to track and schedule unplanned maintenance requests.
- Convenient for users to request maintenance.
- Used for both equipment and facility maintenance.

**BENCHMARK - TROUBLE CALL SCREEN - SORTED BY JOB STATUS CODE**

File View Screen Reports Validation Files Setup Special Critical Jobs Help

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

EQUIP ID: UNIT#1      COMPONENT: CCL#1      JOB ID: TC-0105  
 NAME: COMPRESSOR, CLASS A      REQ'D BY: JOE S  
 PHONE:      BLDG: ZONE 1      DATE REQ'S'D: 01/04/2008  
 TIME REQ'S'D: 11:38 AM  
 LOCN: GPS N 32:07.78 W 095:56.38 465'      COMPL DATE: 00/00/0000  
 COST CTR: MFG      SCHD DATE: 01/04/2008  
 STATUS: SCHD  
 DESC: Replace the spark plugs on CCL#1. They are fouled and none are in stock  
 APPROVED:     

**TRACKING**

TO BE COMPLETED BY MAINTENANCE

PRIORITY: 3      ACCOUNT: 01-7810  
 TAKEN BY: WSS      LOTO?   
 LEAD SHOP: MECH      EST TIME: 1:00  
 ASSIGNED TO: JOE ADAMS

TRACKING COMMENTS DOCUMENTS

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# SERVICE LOG SCREEN



- Single screen for closing **all jobs** (PMs, Work Orders & Trouble Calls) plus **emergency work**..
- All entries become part of equipment maintenance history.
- Record **Cause Code** (failure) and affected component.
- Save 1) labor (name & time), 2) parts used & 3) comments.
- Save completed inspection forms in documents window.

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

JOB DESC: WEEKLY PM

JOB ID: PM-0001

COMPLETION DATE: 09/03/2007

TIME COMPLETED 9:30 AM

ATTN REQD?

PLANNED?

METER: 0

DN TIME: 0:00

EQUIP ID: CMP-1001 COMPONENT:

NAME: GAS COMPRESSOR

CAUSE:

BLDG: ZONE 1 LEAD SHOP: MECH

COST CTR: ACCOUNT: PRIOR: REQ'D BY

LABOR

	NAME	SHOP	DATE	C	TIME	RATE	OT	FACTOR	SD	PREM
1	JOE ADAMS	MECH	09/30/2007	<input type="checkbox"/>	1:00	\$35.00		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"/>						
8				<input type="checkbox"/>						
9				<input type="checkbox"/>						

LABOR PARTS USED COMMENTS COST DOCUMENTS

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# SPARE PARTS SCREEN



- Identifies all spare parts—whether stored or not.
- Shows vendors, cost, quantity on hand & min qty.
- Flags parts below minimum stocking level.
- Shows equipment part is installed on.
- Show picture, parts catalogue, etc. in documents window.

BENCHMARK - MASTER SPARES SCREEN - SORTED BY PART NUMBER

File View Screen Reports Validation Files Setup Special Critical Jobs Help

EQUIP SVC LOG WORK OR TRBL CL PM PROC SPARES VENDOR

NAME: SPARK PLUG, CHAMPION

NBR: RW78N

MFR: CHAMPION

MFR PN:

CAT:

COST: 0.00 U/I:

NOTE:

STOCKING INFORMATION

LOCN:

QTY ON HAND: 0 MIN QTY: 0 MAX QTY: 0 STATUS: N

ON ORD: 0

EQUIPMENT

	EQUIP ID	QTY	UI	NAME	COMPONENT
1	UNIT#1	4		COMPRESSOR, CLASS A	PCL#1L
2	UNIT#1	4		COMPRESSOR, CLASS A	PCL#1R
3					
4					
5					
6					
7					
8					
9					

MEMO EQUIPMENT DOCUMENTS

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***Benchmark's reports help you organize and analyze your maintenance activities. Check out the most popular ones.***



- **Jobs Schedule**—shows list of currently scheduled jobs
- **Work Tickets**—description of each job (preventive maintenance, work orders and trouble calls)
- **Completed Jobs**—list of jobs completed. Makes an excellent activity report.
- **Monthly Summary**—Identifies the most costly equipment to maintain or the most frequently occurring problems.
- **Cost Summary**—shows cost of maintaining each equipment. Can be sorted to show maintenance costs for each building, cost center or account.
- **Cause Code**—shows the cost of each 'cause code' (e.g.: bearing, control, operator).
- **Equipment Log**—lists each job with its cause and maintenance comments.
- **Spare Parts**—list of parts stocked or used
- **Low Stock**—lists parts which are below minimum stocking level and need to be ordered.



# Job Schedule Report

## JOB SCHEDULE REPORT

JOB ID:  
EQUIP ID:  
COMPONENT  
COST CENTER:  
ACCOUNT:  
BLDG:  
LOCATION:  
PRIORITY:  
EST'D TIME:

PRIMARY SORT FIELD: EQUIPMENT ID  
SECONDARY SORT FIELD:

LEAD SHOP 1. MECH      STATUS 1. SCHD  
2.  
3.  
4.  
5.

SCHEDULED DATE: From 03/01/2008 to 04/08/2008

JOB ID	JOB NAME	EQUIP ID/COMP	BLDG/EQ NAME	SHOP	P	SCH DATE	HRS
PM-0012	Replace filters in cooling towers	*	ZONE 1 COOLING TOWERS, SEE ROU	MECH		03/15/2008 SCHD	0:00
TC-0114	please ...	CT-10	ZONE 4 COOLING TOWER #10	MECH		04/07/2008 SCHD	0:00
PM-0010	ANNUAL PM, COMPRESSOR CLASS A	UNIT#1	ZONE 1 COMPRESSOR, CLASS A	MECH	2	03/11/2008 SCHD	8:00
<b>NBR JOBS = 3</b>							<b>TOTAL HOURS = 8:00</b>

This report shows all jobs scheduled—typically for a week or day at-a-time. It is a checklist for your current maintenance activities

The menu — printed at the start of the report — selects just the jobs you want. For example, each foreman or supervisor may print his own jobs.

The Job Schedule includes:

- Each scheduled job,
- Associated equipment,
- Who job is assigned to
- Estimated time for the job,
- Total time for all jobs



# Work Order

A Work Order is a planned maintenance job — often due to an equipment failure, upgrade or plant shut-down.

It is usually prepared by the Maintenance Department rather than another department and contains a full description of the work to be done.

The Work Order shows

- List of tasks (check list format)
- Parts needed for job
- Equipment and its location
- Who requested job and when
- Date job is to be done
- To whom the work is assigned
- Estimated time to complete.



## JOBID WO-0001

JOB DESC: Replace compressor cylinder and piston      JOB ID: WO-0001  
REQ BY: MAINT SUPTCCL#1  
EQUIP ID: UNIT#1      COMP'NT:      REQ DATE: 12/26/2007 5:00 AM  
NAME: COMPRESSOR, CLASS A      COMPL'D DATE: 00/00/0000  
SCHED DATE: 01/08/2008  
BLDG: ZONE 1      DATE: 00/00/0000      STATUS: SCHED LOTO   
LOCN: GPS N 32:07.78 W 095:56.38 465'      PRIORITY: PRNT CMNT   
COST CTR: MFG      ACCOUNT:      LEAD SHOP: MECH  
PLANNER:      PHONE:      ASSIGNED TO:  
NOTES:      EST TIME: 32:00      32:00  
EST PARTS:      0.00  
APPROVED: \_\_\_\_\_

### TASKS

	DESCRIPTION	SHOP	TIME	NBR
__ 1	Order parts kit and verify all parts before starting work	MECH	0:00	0
__ 2	Notify operator at least 24 hours before starting work and let him know how long you expect to have the unit down for repair.	MECH	0:00	0
__ 3	After repair, start unit and test compression. Then turn over to operators for verification before placing on-line.	MECH	0:00	0
__ 4	Est time for job	MECH	16:00	2

Date \_\_\_\_\_ Labor \_\_\_\_\_ Comment \_\_\_\_\_ Initials \_\_\_\_\_

### SPARES REQ

PART NBQTYUI NAMECOSIQOH LOCN

### ROUTE

EQIDEQ NAMBLD(C)LOCN

### DOCUMENTS

DESCRIPTIPATH

# Trouble Call

The Trouble Call is a request for maintenance service — typically initiated from another department and may request maintenance not related to a specific equipment.

It is simplified work order.

The Trouble Call Procedure contains all the information to identify the requested maintenance. It includes:

- Equipment ID or location of requested service
- Person who requested service and when it was requested
- A brief description of the problem or maintenance needed



## JOBID TC-0105

EQUIP ID: UNIT#1      COMPONENT: CCL#1      JOB ID: TC-0105  
NAME: COMPRESSOR, CLASS A      REQST'D BY: JOE S  
PHONE:  
BLDG: ZONE 1      DATE REQST'D: 01/04/2008  
LOCN: GPS N 32:07.78 W 095:56.38 465'      TIME REQST'D: 11:38 AM  
COST CTR: MFG      ACCOUNT: 01-7810      COMPLETED DATE: 00/00/0000  
TAKEN BY: WSS      SCHED'D DATE: 01/04/2008  
STATUS: SCHD  
PRIORITY: 3 LOTO   
LEAD SHOP: MECH  
ASSIGNED TO: JOE ADAMS  
EST TIME: 1:00

DESCRIPTION  
Replace the spark plugs on CCL#1. They are fouled and none are in stock

### COMMENTS

Also check the fuel filter and replace if necessary. WSS

# Completed Jobs Report

## COMPLETED JOBS REPORT

### COMPLETED JOBS SELECTION MENU

JOB ID:  
EQUIP ID:  
COMPONENT:  
COST CENTER:  
ACCOUNT:  
BUILDING:  
CAUSE:  
INCLUDE: Labor:

PRIMARY SORT FIELD: EQUIP ID  
SECONDARY SORT FIELD:

DATE: From 03/01/2007 to 06/01/2007  
LEAD SHOP:  
ATTN REQ'D:  PLANNED?

OUTPUT TO:  
FILE:

JOB ID: RE-0001      EQUIP ID: CMP-1001      COMPLETED: 04/28/2007  
DESC: CHANGED SPARK PLUGS      ATTN REQ'D?

NAME	SHOP	DATE	C	HRS	RATE	OT	FACTOR	S/D	HOURS:	1:00	PREM
JOE ADAMS		04/28/2007	<input type="checkbox"/>	1:00							
PART NO.	QTY	NAME			UNIT COST				QOH		
2N553	12	SPARK PLUGS			\$3.50				-6		
04/28/2007											

JOB ID: RE-0006      EQUIP ID: CMP-1001      COMPLETED: 05/04/2007  
DESC: MARKED FLYWHEEL TO SET TIMING W/WHITE OUT.      ATTN REQ'D?

NAME	SHOP	DATE	C	HRS	RATE	OT	FACTOR	S/D	HOURS:	0:30	PREM
JOE ADAMS		05/04/2007	<input type="checkbox"/>	0:30							

#### Comments

Setting for timing is between two white marks.

JOB ID: RE-0007      EQUIP ID: CMP-1001      COMPLETED: 05/04/2007  
DESC: PUT RAD FLUSH IN.      ATTN REQ'D?

NAME	SHOP	DATE	C	HRS	RATE	OT	FACTOR	S/D	HOURS:	1:00	PREM

This report shows completed jobs for a particular equipment or time period. It makes an excellent activity report.

It can also show maintenance activity for a specific equipment, building or cost center.

Labor, Parts Used and Comments may be selected (or not) to be shown in the report.

Each report shows:

- Brief job description,
- Equipment,
- When it was done
- **Further attention** required flag,
- Time (actual & estimated) for each job and total for all jobs
- Who worked on job and time (detail format)
- Parts used (detail format)

# Maintenance Summary Report

Typically, a **small number of equipment or problems** require more than their fair share of maintenance activity.

The Benchmate Maintenance Summary report quickly identifies these items by showing the highest cost equipment or Cause Codes at the top of the report.

#	EQUIPMENT ID	COUNT	DN TIME	LAB HRS	COST	%	CUM %
	GRAND TOTAL	14	64:55	64:55	\$2680.59	100.00	100.00
1	CMP-1001	6	0:00	49:00	\$1885.56	70.34	70.34
2	NC-6295	3	4:00	5:00	\$265.85	9.92	80.26
3	GR-6297	2	0:00	4:10	\$263.93	9.85	90.10
4	CMP-1005	1	0:00	3:30	\$122.50	4.57	94.67
5	UNIT#1	1	0:00	2:30	\$87.50	3.26	97.94
6	CMP-1002	1	0:00	0:45	\$55.25	2.06	100.00

Close      Print      Export

# COST SUMMARY REPORT

## COST SUMMARY REPORT MENU

JOB ID:  
 EQUIP ID:  
 COMPONENT:  
 COST CENTER:  
 ACCOUNT:  
 BUILDING:  
 CAUSE:  
 ATTN REQ'D:   
 LEAD SHOP:  
 DATE - From: 01/01/2007 to 01/01/2008  
 PLANNED?

PRIMARY SORT FIELD:  
 SECONDARY SORT FIELD:

::

JOB ID	DESCRIPTION	EQID	HOURS	LAB COST	PARTS COST	TOTAL
PM-0009	QUARTERLY CALIBRATION		2:00	\$70.00		\$70.00
RE-0001	CHANGED SPARK PLUGS	CMP-1001	1:00	\$35.00	\$42.00	\$77.00
RE-0006	MARKED FLYWHEEL TO SET TIMING	CMP-1001	0:30	\$17.50		\$17.50
RE-0007	PUT RAD FLUSH IN.	CMP-1001	1:00	\$35.00		\$35.00
PM-0001	WEEKLY PM	CMP-1001	1:00	\$35.00		\$35.00
PM-0003	ANNUAL PM	CMP-1001	5:30	\$192.50		\$192.50
RE-0002	PULLED STARTER VALVE AND REBUI	CMP-1001	40:00	\$1400.00		\$1400.00
<b>SUB-TOTAL:</b>			51:00	\$1785.00	\$42.00	\$1827.00

: CMP-1002:

JOB ID	DESCRIPTION	EQID	HOURS	LAB COST	PARTS COST	TOTAL
PM-0005	OIL CHANGE	CMP-1002	0:45	\$26.25		\$26.25
<b>SUB-TOTAL:</b>			0:45	\$26.25		\$26.25

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page 1

This report show maintenance costs for each equipment.

It can also be sorted by building, cost center or account.

It is an excellent way to identify maintenance costs for each equipment and to compare these costs for similar equipment.



# CAUSE CODE REPORT

The Cause Code report is an excellent way to quickly identify your repetitive problems and what they are costing you.

## CAUSE CODE REPORT

JOB ID:  
 EQUIP ID:  
 COST CENTER:  
 ACCOUNT:  
 BUILDING:  
 CAUSE:  
 LEAD SHOP:  
 DATE - From: 01/01/2007 to 01/01/2008  
 PLANNED?  
 DOWN TIME:

### CAUSE CODE: No Cause Code Recorded

EQUIP ID	DATE	JOB ID	LABOR HRS	COST	DOWN
CMP-1001	09/03/2007	PM-0001	1:00	\$80.00	
CMP-1001	09/10/2007	PM-0003	5:30	\$276.06	
CMP-1001	04/28/2007	RE-0001	1:00	\$77.00	
CMP-1001	09/15/2007	RE-0002	40:00	\$1400.00	
CMP-1001	05/04/2007	RE-0006	0:30	\$17.50	
CMP-1001	05/04/2007	RE-0007	1:00	\$35.00	
CMP-1005	10/09/2007	TC-0004	3:30	\$122.50	
<b>SUB-TOTAL:</b>			<b>52:30</b>	<b>\$1879.50</b>	

### CAUSE CODE: BATT-FAIL - battery failure

EQUIP ID	DATE	JOB ID	LABOR HRS	COST	DOWN
UNIT#1	09/10/2007	RE-0008	2:30	\$87.50	
<b>SUB-TOTAL:</b>			<b>2:30</b>	<b>\$87.50</b>	

### CAUSE CODE: EF - misc electrical failure

EQUIP ID	DATE	JOB ID	LABOR HRS	COST	DOWN
GR-6297	06/22/2007	RE-0005	1:25	\$167.68	
<b>SUB-TOTAL:</b>			<b>1:25</b>	<b>\$49.58</b>	

### CAUSE CODE: PM - routine preventive maintenance

EQUIP ID	DATE	JOB ID	LABOR HRS	COST	DOWN
	12/18/2007	PM-0009	2:00	\$70.00	
CMP-1002	11/09/2007	PM-0005	0:45	\$55.25	
NC-6295	04/21/2007	PM-0006	1:30	\$84.30	1:00
NC-6295	03/20/2007	PM-0006-AA	1:30	\$52.50	2:00
NC-6295	02/15/2007	PM-0007	2:00	\$129.05	1:00
<b>SUB-TOTAL:</b>			<b>7:45</b>	<b>\$362.10</b>	<b>4:00</b>

# SPARE PARTS LIST

This report can serve as a handy parts catalog when sorted by part name for easy reference.

It can also be sorted by storeroom location for easy inventory or cycle counting.

## SPARES STOCK LIST REPORT

PART NBR:  
PART NAME:  
MFGR:  
LOCATION:  
CAT:  
PO NBR:  
SOURCE:

PRIMARY SORT FIELD:  
SECONDARY SORT FIELD:

PART NAME	NBR	LOCN	QOH	MN/ORD	U/I
WAREHOUSE MOTOR #2	003	04008		1	ea
BEARING	012-21172-00	01-10-03	-3	1	EA
VALVE, CLARK AIR	020015	04306			ea
GEAR, AM-28 SPIRAL	020018	04006	1	1	ea
SPINDLE HOUSING	020057				ea
GEAR, CRIMP SPINDLE	020066				
MICRO SWITCH	090005		-1741		
SPARK PLUGS	2N553		-18	48	
IGNITION COL, ALTRONIC	591-010				
AIR FILTER	6L4714			3 12	EA
FUEL CELL, IGNITER	GMVR-13-D		-7		
AIR FILTER	PA-1765	1A2	25	10	
SPARK PLUG	RL85G		13	12	
SPARK PLUG, CHAMPION	RW78N				

# LOW STOCK REPORT

The Low Stock Report lists all parts which are below minimum stocking quantity.

This information, after approval, can be sent to Purchasing.

## LOW STOCK REPORT

PART NBR:  
PART NAME:  
MFR:  
CATEGORY:  
SOURCE:  
LOCATION:

PRIMARY SORT FIELD: PART NAME  
SECONDARY SORT FIELD:

---

NAME: BEARING NBR: 012-21172-00  
MFR: MFR PN:  
SOURCE: COST: \$7.95  
NOTE:  
LOCN: 01-10-03  
QTY ON HAND: -3 EA MN QTY: 1 MAX QTY:

---

NAME: SPARK PLUGS NBR: 2N553  
MFR: FAIRBANKS  
SOURCE: MFR PN:  
COST: \$3.50  
NOTE: ALT PN RL85G  
LOCN:  
QTY ON HAND: -18 MN QTY: 48 MAX QTY:

---

NAME: WAREHOUSE MOTOR #2 NBR: 003  
MFR: RELIANCE  
SOURCE: MFR PN:  
COST: \$475.00  
NOTE:  
LOCN: 04008  
QTY ON HAND: ea MN QTY: 1 MAX QTY:

# View Any Document from Benchmate!

You can view drawings, spreadsheets, word processing documents, Adobe PDF files, Access databases, AutoCAD drawings, etc. from Benchmate. Each Benchmate screen has a **DOCUMENTS** window to list up to 50 documents. View any document by 'double-clicking' the document name.

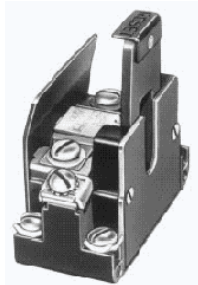
**Inspection Form**—Attach an inspection form to your PM procedure or link a completed form, spreadsheet, etc. to the Service Log when you close the job.

	A	B
1	BUS CHECK LIST	
2		
3	VEHICLE #	B192
4	MILEAGE	12,345
5	TYPE OF CHECK	APM
6	BUS TYPE	GAS
7	INSPECTED BY	<input type="text"/>
8	DATE	BILL WILLIAMS
9		BOB SMITH
10	BATTERY	JOE ADAMS
11	NEUTRAL SAFETY	JOHN WIGGINS
12	LUBE ALL FITTINGS	OK
13	HEATER FAN & DEFROST	

<b>Model:</b>		<b>Serial No.:</b>	
<b>Prec. Valve Size:</b>		<b>Pump</b>	
<b>Liquid Level Setting:</b>		<b>Precision Valve Setti</b>	
<b>Feeder Tank</b>	<b>Size:</b>	<b>Capacity:</b>	
<b>Storage Tank</b>	<b>Size:</b>	<b>Capacity:</b>	
<b>Is Odorizer Equipped with:</b>		<b>Sight Feed?</b> Select	<b>By-pass</b>

**Remarks:**

**Spare Parts Picture**—Attach detailed parts information captured from your vendor's parts catalog, web site or CD.



<b>Mfg Name</b>	Square D
<b>Mfg Part Num</b>	9065CO1R
<b>Description</b>	Thermal Overload Relay 600v NEMA, Mounting: Separate, Type overload: Melting alloy, NEMA Size/Max amps: NEMA Size 1- 25 amps, Type: Right hand type, Poles per unit: Single pole construction, Contacts: Standard Normally Closed, Modifications: None
<b>Long Description</b>	Mounting: Separate, Type overload: Melting alloy, NEMA Size/Max amps: NEMA Size 1- 25 amps, Type: Right hand type, Poles per unit: Single pole construction, Contacts: Standard Normally Closed, Modifications: None
<b>Graybar Num</b>	88249912
<b>Saleable Quantity</b>	Each
<b>Contact Type</b>	Standard NC

**How it works**— Each file listed in the DOCUMENTS window has an extension (e.g.: 'pdf'). When you double click the file name, Benchmate tells Windows to open the designated file. Windows, in turn, starts the program- must be installed on your PC - associated with the file extension. These are some of the file types that be viewed within Benchmate:

- xls - Microsoft Excel spreadsheets,
- doc - Microsoft Word documents,
- pdf - Adobe PDF files (uses Adobe Reader),
- mdb - Microsoft Access database,
- dxf - AutoCAD,
- jpg - JPEG (Benchmate viewer) and,
- bmp - scanned images (Benchmate viewer).

DOCUMENTS		
	DESCRIPTION	PATH
1	<input type="checkbox"/> Mfgs Document	C:\BMATEDATA\Docs\Spares\Baldor DC Drive 1384-798.pdf
2	<input type="checkbox"/>	
3	<input type="checkbox"/>	
4	<input type="checkbox"/>	
5	<input type="checkbox"/>	
6	<input type="checkbox"/>	
7	<input type="checkbox"/>	
8	<input type="checkbox"/>	
9	<input type="checkbox"/>	

MEMO    EQUIPMENT    **DOCUMENTS**

## 7 Big Benefits You Get from Benchmate:

1. **Single screen to close jobs**—greatly simplifies the most time consuming CMMS task.
2. **Hot links** place related information you want just one mouse click away.
3. Install and start using the same day.
4. Our **self-guiding Tutorial** manual — can be viewed from Benchmate — shows you how to set up the database and get started.
5. Prices include all **updates and support for one year!**
6. Not dependent on third party database or other software—no need to coordinate with several vendors when upgrading or changing systems.
7. **Flexible.** Generous field sizes and lots of room for text make it easy to adapt to changing needs

## Benchmate CMMS Configurations

Benchmate CMMS may be licensed for one, five, ten or twenty concurrent users. More users can be accommodated on request. When Benchmate is installed on a Local Area Network (LAN) server, the licensed number of users may access Benchmate from any PC on your LAN. We do not restrict Benchmate to specific PCs on your network as is typical with 'per seat' licensing. Access to Benchmate can be controlled by your operating system passwords and permissions.

Benchmate CMMS is licensed for use with one Benchmate database and may be installed on one PC workstation or a LAN server. If you wish to install Benchmate on more than one computer, you must purchase a license for each.

We offer a MULTI-SITE license if you have several departments or locations —possibly separated geographically — each needing their own database. Please contact us for more information.

# System Requirements

	<b><i>Recommended</i></b>
Operating System (workstation)	Windows <b>XP Professional</b> or <b>Vista Professional</b>
CPU	Pentium II, 265 mHz or greater
Memory	64
Display	17" 1024 x 768 pixels or greater
Disk space for program	20 megabytes
Disk space for database	10—150 megabytes (more to accommodate linked documents.)
Printer	Laser or inkjet with drivers appropriate to operating system. All printing done on 8 1/2" x 11" blank paper
Local Area Network (LAN)	100 MHz Ethernet w/Windows Server 200X or Linux

## NOTES:

1. Benchmate will perform optimally with the **recommended** configuration or better.
2. Benchmate software may not perform satisfactorily the Home editions of XP or Vista.
3. CPU, memory & hard drive should be selected to meet operating systems requirements.
4. Optional Benchmate modules may require a system with more resources. Please contact Benchmate Systems, Inc. for details.
5. You **must** periodically backup your Benchmate database folder in case of hard drive failure on your PC or server.

# **Benchmate Optional Modules and Upgrades**

*These modules are available to meet additional requirements. They may be incorporated with the initial purchase or at a later date.*

1. **ADVANCED INVENTORY & PURCHASING**—Provides additional screens and reports for managing your spare parts store room and tracking parts usage and purchases.
2. **BAR CODE/INVENTORY**—Adds bar code scanning and inventory cycle counting capability. Package includes laser bar code scanners and label printers.
3. **Lockout/Tagout Module**—Benchmate Lockout/Tagout LOTO (Lockout/Tagout) provides on-line access to the lockout/tagout procedures for each equipment in your facility. It also maintains a record of currently 'tagged' equipment and a historical record of the lockout activity on each equipment.
4. **Automated Run-Time Data Collection**—Periodically reads equipment run-time data from any Open Process Control (OPC) server to automatically schedule Benchmate 'run-time' preventive maintenance jobs.
5. **ODBC DRIVER**—Allows 'third party' software such as Crystal Reports and Microsoft Access to read Benchmate database. Useful for custom management reports.

## **NOTE**

The product features and configurations described in this document may be modified from time-to-time. Please contact Benchmate Systems, Inc. for a current description and a firm commitment.

06/2008



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