

# PMS Software Instructions Manual

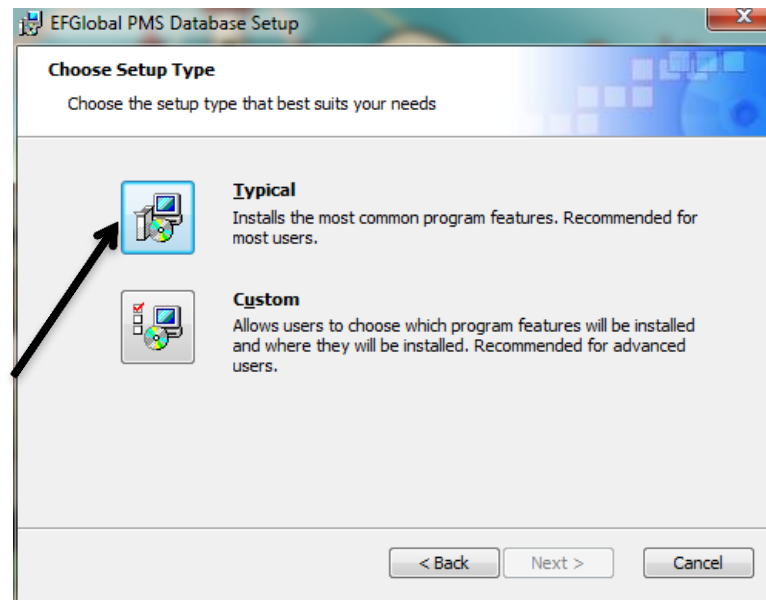
Setup / Login and Overview

# Setup

- To install the PMS software on your computer first insert the PMS cd into your cd/dvd drive.
- When the autorun screen appears click on «setup.exe» to run setup
- Otherwise go to MyComputer → cd/dvd drive and double click on «setup.exe»
- Then the installation wizard appears. Follow the steps to complete the setup.

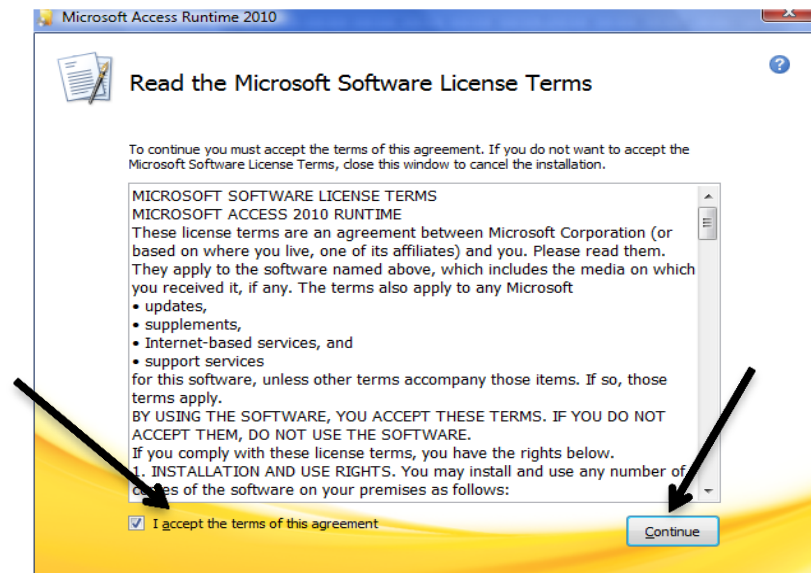
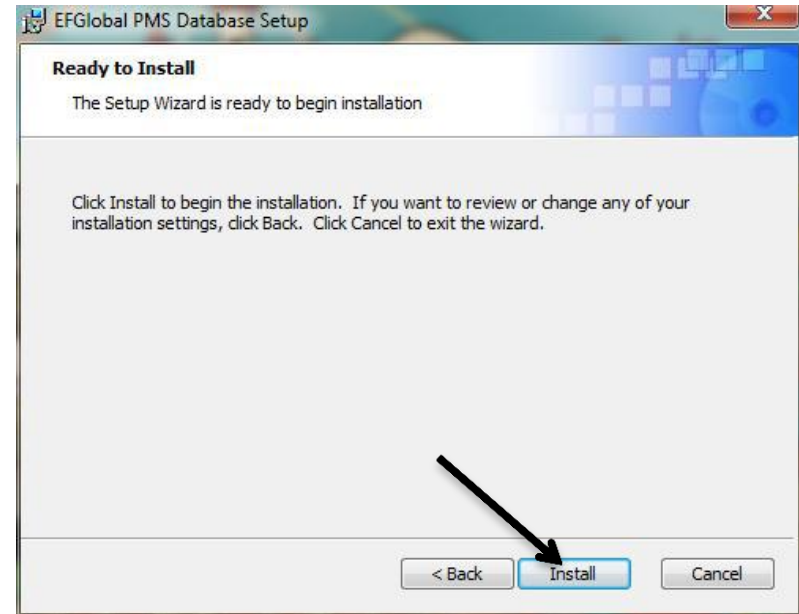
# Setup

On this screen select «Typical» installation and click «Next»



# Setup

- On the window that appears click «Install»
- When this window appears put a tick in the box on the lower left corner and click «Continue»



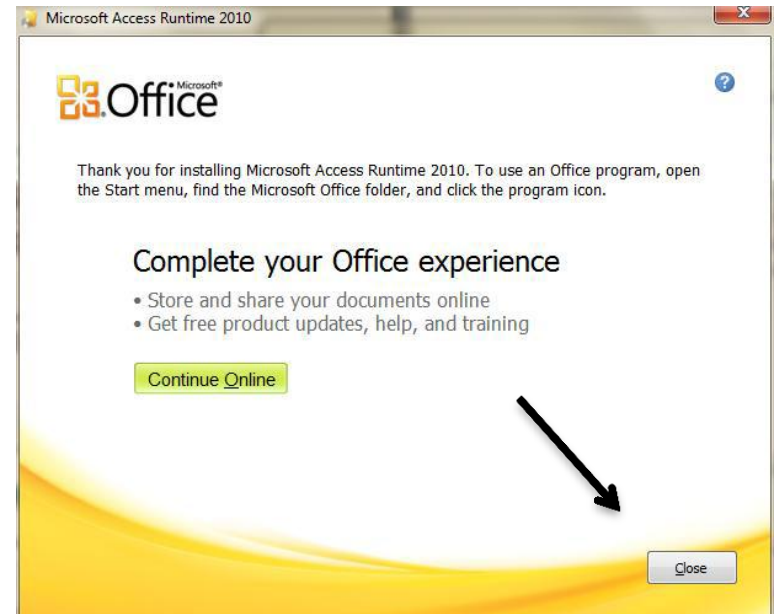
# Setup

Setup will now copy the needed files to you hard drive in the «PMS» folder.

Setup will also install the latest Access Runtime needed to run the PMS Software

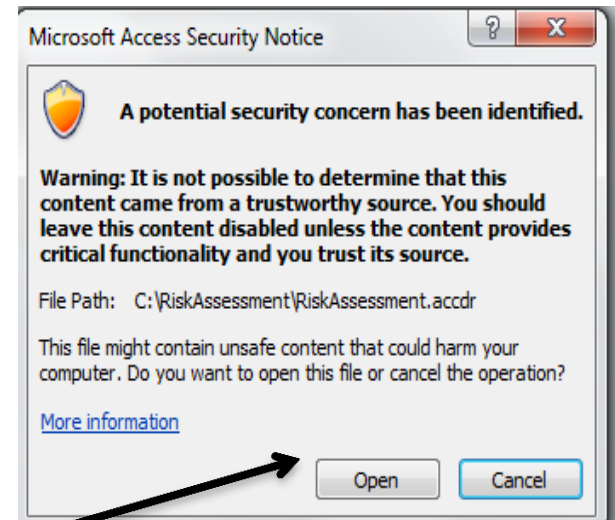
This process might take a few minutes depending on your computer capabilities so please be patient and do not turn it off.

8. When the next window appears click «Close»



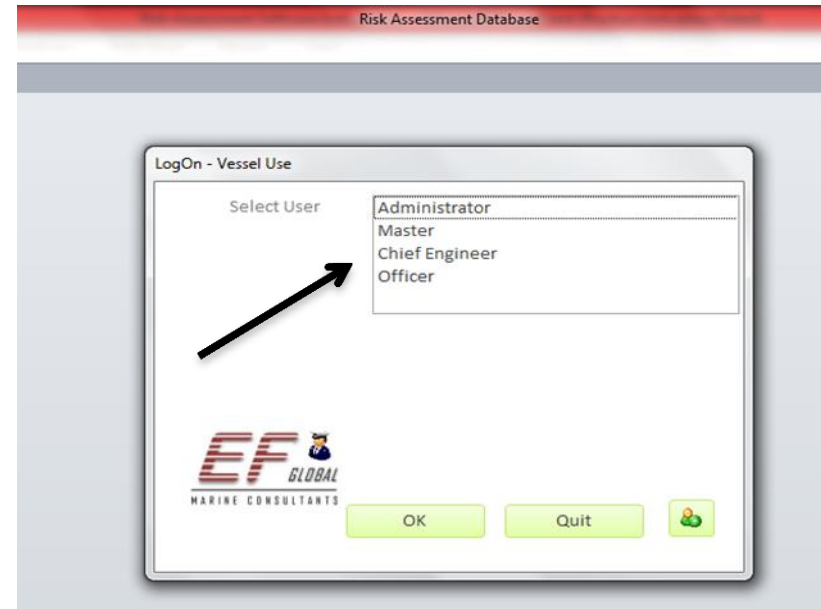
# Login

1. Double click on the PMS Icon on your Desktop.
2. In the window that appears click «Open»



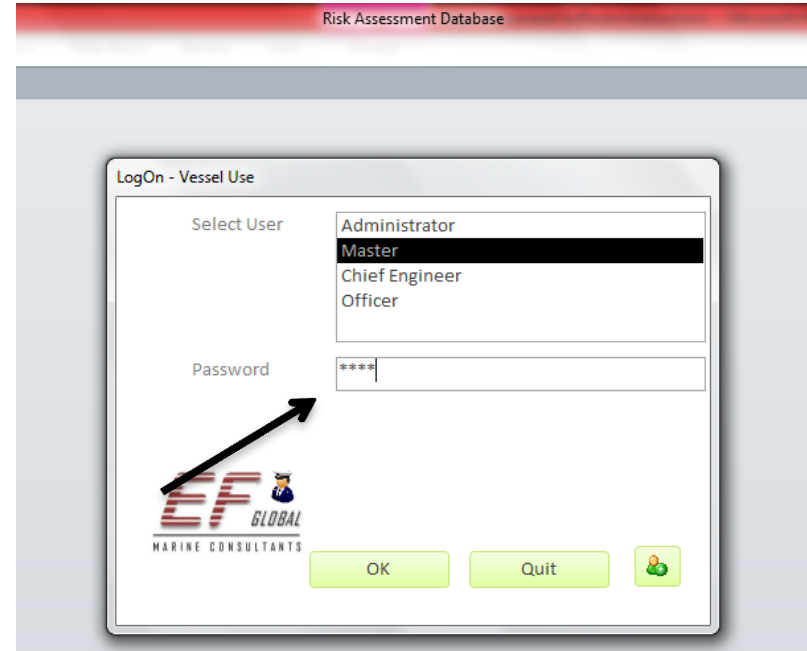
# Login

3. When the log on – Vessel Use window appears you can either:
  1. Select one of the existing users (continue to step 4)
  2. Add new user (skip to step 6)
  
4. Click on the desired User



# Login

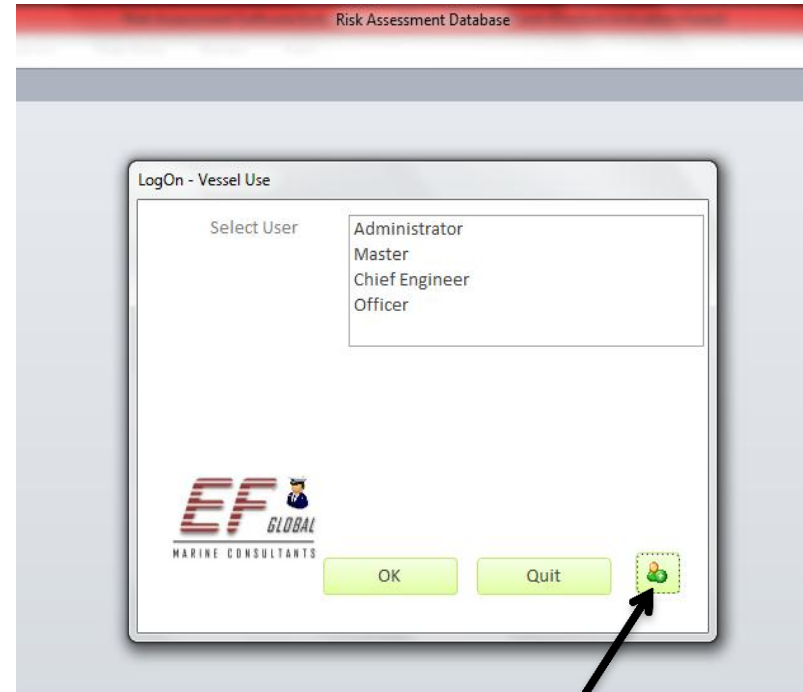
5. Put the cursor in the «Password» field and enter password. Then press ENTER.



**Important Notice: default password for existing users created by EfGlobal such as «master», «Chief Engineer» is «1234»**

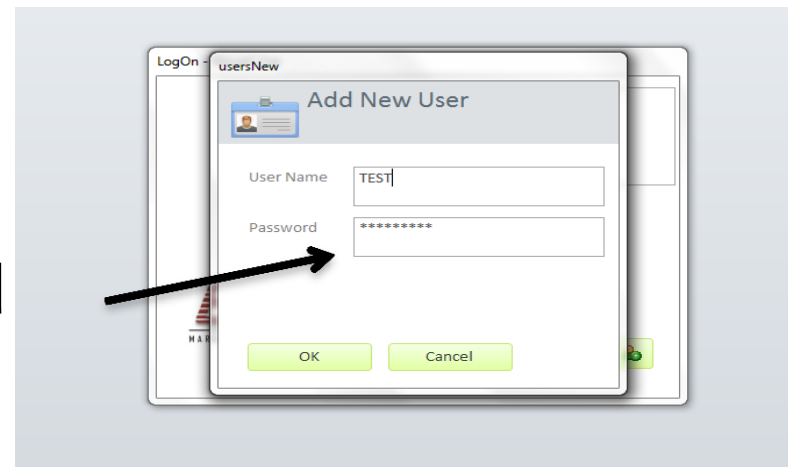
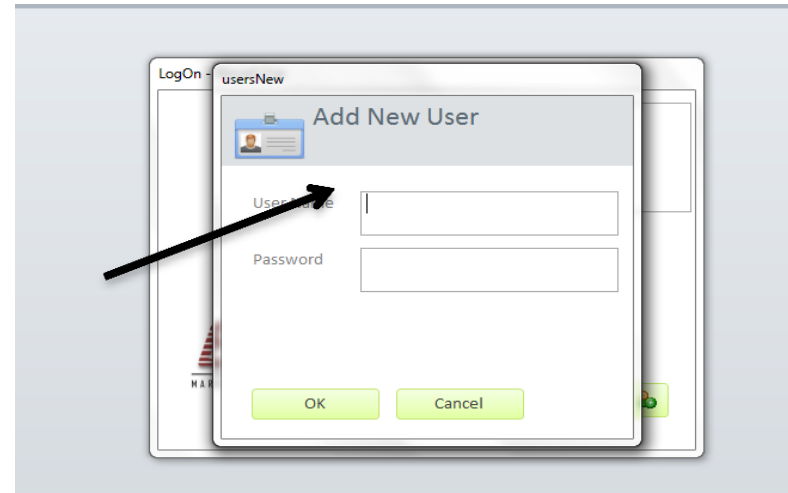
# Login/ Create new User

6. To create a new user click on the new user button on the lower right corner of the log on window. The add new user screen appears.



# Login/Create New User

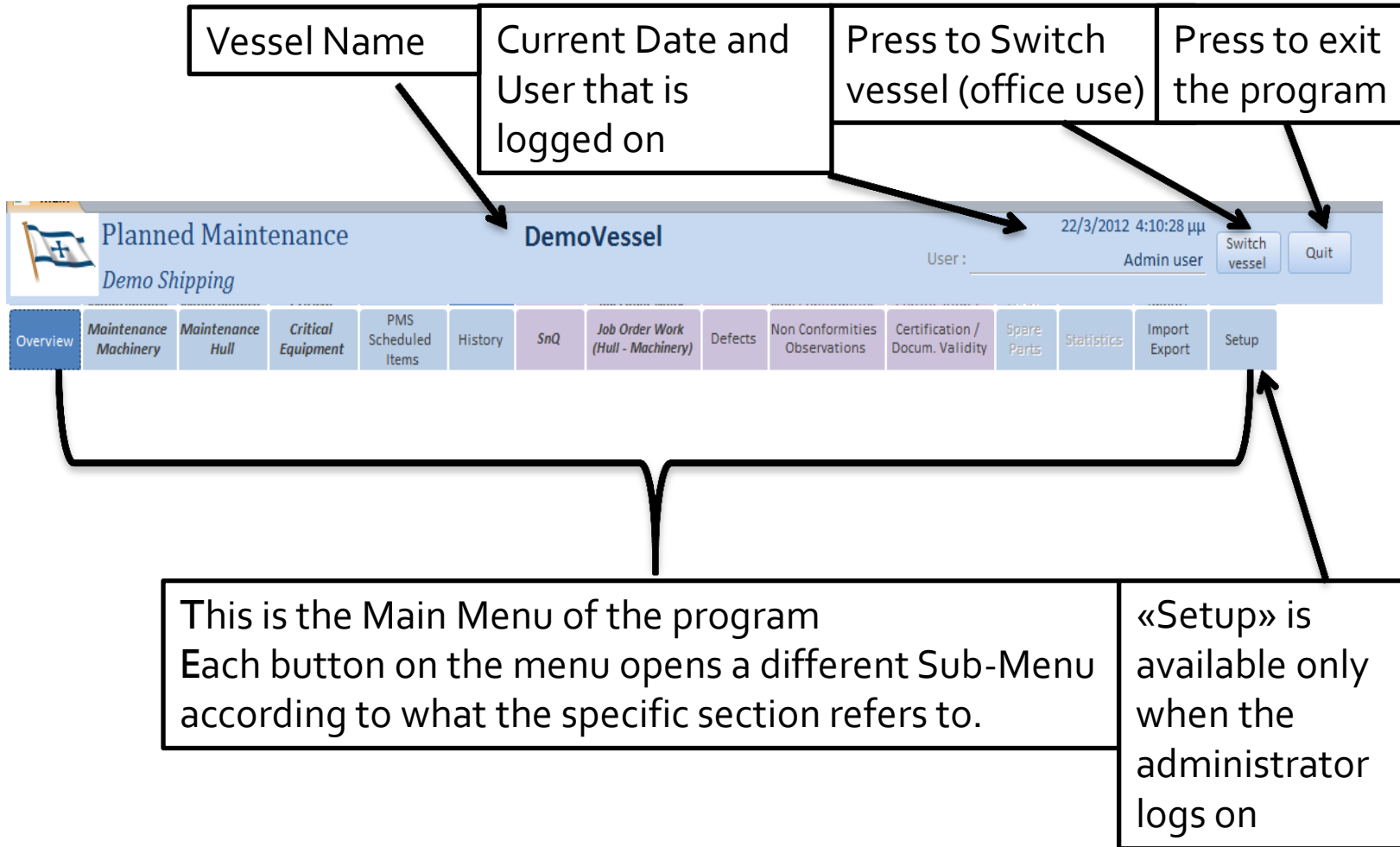
7. Enter the desired user name in the «User Name» field
8. Enter the desired password in the «Password» field and click «OK».



# Login/ Create new User

- **The new User now appears in the Log on- vessel Use window. Follow steps 4 and 5 to log on with the newly created user**

# Menu



# Overview

The screenshot shows the PMS Database interface for 'M/V Demo Vessel' at 'Demo Company'. The top navigation bar includes a 'Main' menu and a 'Planned Maintenance' section. Below this is a horizontal menu with various options: Overview, Maintenance Machinery, Maintenance Hull, Critical Equipment, PMS Scheduled Items, History, SnQ, Job Order Work (Hull - Machinery), Defects, Non Conformities/Observations, Certification / Docum. Validity, Spare Parts, Statistics, Import Export, and Setup. Two specific menu items, 'OverDue Items' and 'Items Due for Next Month', are highlighted with arrows pointing to red-bordered text boxes. A bracket labeled 'Main Menu' encompasses the entire horizontal menu. On the right side, there is a logo for 'EF GLOBAL MARINE CONSULTANTS' and an 'Alert Colour Notification' box with the following details:

Alert Colour Notification	
Red :	Overdue
Orange :	Within 30 days
Blue :	Within 30 to 60 days

Click «Overdue Items» to see what items and works have passed their due date.

Click «Items Overdue for next Month» to see what items and works will become overdue within the month.

# Overview

**PMS Database**

**File Tools**

**Main**

**Planned Maintenance M/V Demo Vessel**

*Demo Company* User :

Overview Maintenance Machinery Maintenance Hull Critical Equipment PMS Scheduled Items History SnQ Job Order Work (Hull - Machinery) Defects Non Conformities/Observations Certification Docum. Valid

OverDue Items Items Due for Next Month

Items Overdue	
Main Engine :	12
Diesel Gen :	20
Aux.Machinery :	129
Critical Equipm :	52
Hull / Accom	
Deck / Bridge:	87

Defects Overdue	
Internal :	0
External :	0

Job Orders Overdue	
Deck :	0
Engine :	0

Documentation Expired	
Expired :	0

Summary of the items already overdue.

# Getting Started

Press «Update total running hours» to make the first settings and begin using the software.  
 Important Notice: You need to be careful when you input running hours

	Date		
Main Engine	7200	13/4/2011	7107
Diesel Generator 1	4600	13/4/2011	4569
Diesel Generator 2	3600	13/4/2011	3524
Diesel Generator 3	3400	13/4/2011	3320

OK

Cancel