

Computerized Maintenance Management System e-Lex CMMS

User's Manual

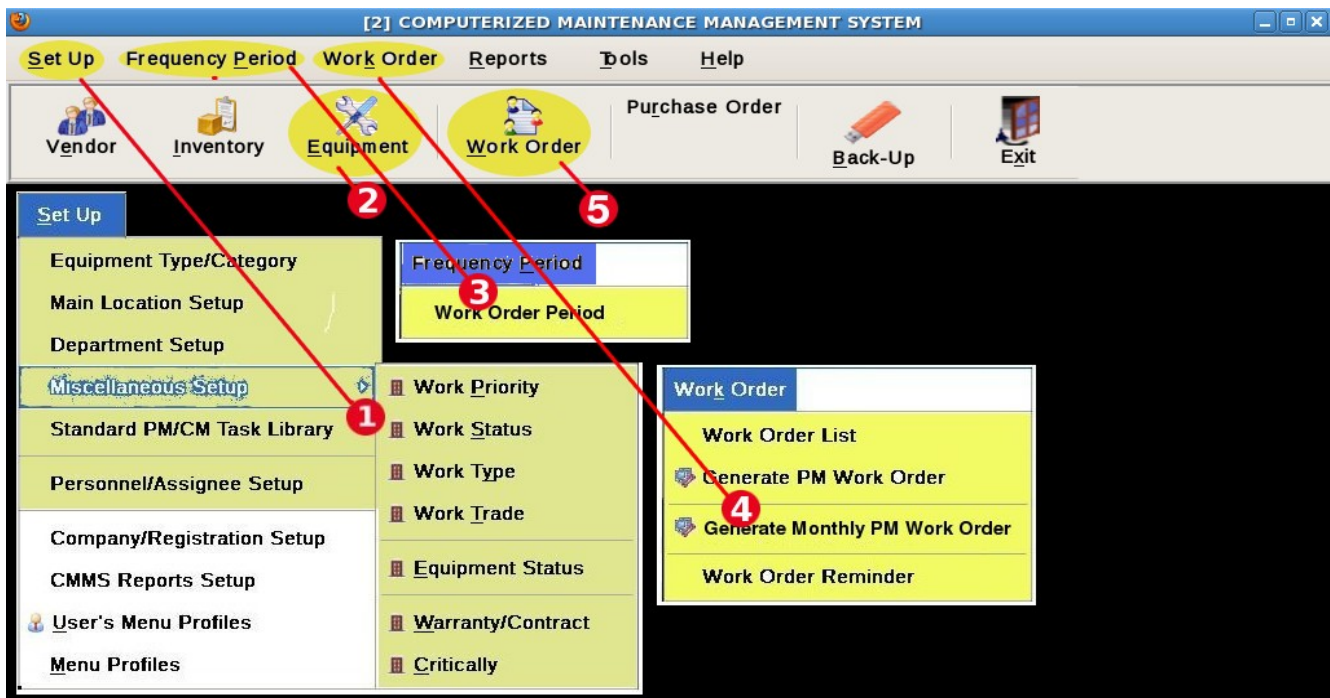


Figure 1: Main Page

Q1. How to create a Preventive Maintenance?

1. Using Figure 1. in the pulldown menu **Setup** all the modules with a light green background must have an inputted data.
2. In the toolbar **Equipment** click Equipment. See Figure 2.1.

[EQUIPMENT SETUP] Number of records : 4/191

TYPE	EQUIPMENT ID	EQUIPMENT NAME	SUB LOC.ID	SUB LOCATION	FLOOR	ROOM NO.
Aircon	02F-0.5H-EF-025	0.5hp Exhaust Fan	SDA-2F-Car Park	Car Park	2F	Car Park
Aircon	10F-10H-AHU-10A	10hp Air Handling Unit	SDA-10F-X AREA	X AREA	10F	X AREA
Aircon	10F-15H-AHU-10B	15hp Air Handling Unit	SDA-10F-Y AREA	Y AREA	10F	Y AREA
Aircon	10F-15T-STAC-20	15TR Split-Type ACU	SDA-10F-GREEN ...	GREEN ROOM	10F	GREEN ROOM
Aircon	11F-15H-AHU-11A	15TR Air Handling Unit	SDA-11F-X AREA	X AREA	11F	X AREA
Aircon	11F-15T-STAC-21	15TR Split-Type ACU			11	1106
Aircon	11F-15T-STAC-22	15TR Split-Type ACU			11	1106
Aircon	11F-20H-AHU-11B	20hp Air Handling Unit	SDA-11F-Y AREA	Y AREA	11F	Y AREA

Search By: EQUIPMENT_ID Filter By Location: SDA

Equipment Information **PM Tasks** Work Orders History

Equipment Information

Equipment Id: 10F-15T-STAC-20 15TR Split-Type ACU

Main Location: SDA SDA CAMPUS

Building: SDA SDA BUILDING

Floor No: 10F Rm#: GREEN ROOM

Sub Location: SDA-10F-GREEN ROOM GREEN ROOM

Department:

Equip Type: 0005 Aircon

Status: 0005 For Repair

Requested By:

Current Meter: 0.00 Current Miles: 0.00

Notes:

Vendor/Supplier

Vendor:

Contact Person:

Purchase Price: 0.00 Current Value: 0.00

Date Acquire:

Date Disposed:

Manufacturer

Manufacturer:

Model #: Serial #:

Capacity: 0.00

Contact Person:

Warranty:

Date Expire:

Others:

Figure 2-1 : Equipment Information

2.1. In Figure 2-1 you need to input the information of equipment

[EQUIPMENT SETUP] Number of records : 4/191

TYPE	EQUIPMENT ID	EQUIPMENT NAME	SUB LOC.ID	SUB LOCATION	FLOOR	ROOM NO.
Aircon	02F-0.5H-EF-025	0.5hp Exhaust Fan	SDA-2F-Car Park	Car Park	2F	Car Park
Aircon	10F-10H-AHU-10A	10hp Air Handling Unit	SDA-10F-X AREA	X AREA	10F	X AREA
Aircon	10F-15H-AHU-10B	15hp Air Handling Unit	SDA-10F-Y AREA	Y AREA	10F	Y AREA
Aircon	10F-15T-STAC-20	15TR Split-Type ACU	SDA-10F-GREEN ...	GREEN ROOM	10F	GREEN ROOM
Aircon	11F-15H-AHU-11A	15TR Air Handling Unit	SDA-11F-X AREA	X AREA	11F	X AREA
Aircon	11F-15T-STAC-21	15TR Split-Type ACU			11	1106
Aircon	11F-15T-STAC-22	15TR Split-Type ACU			11	1106
Aircon	11F-20H-AHU-11B	20hp Air Handling Unit	SDA-11F-Y AREA	Y AREA	11F	Y AREA

Search By: EQUIPMENT_ID Filter By Location: SDA

Equipment Information **PM Tasks** Work Orders History

Freq PM Period : Monthly 10F-15T-STAC-20

Task #	Task Id	Period	Task Description	Est. Hr	Freq	Meter
01	ACU100	Monthly	Check filters.	0.10	1.00	0.00
02	ACU110	Monthly	Check for refrigerant leak/shortage.	0.00	1.00	0.00
03	ACU120	Monthly	Check for compressor vibration.	0.00	1.00	0.00
04	ACU130	Monthly	Check refrigerant tubing for wear and vibration.	0.00	1.00	0.00
05	ACU140	Monthly	Check condenser and evaporator fan motor.	0.00	1.00	0.00
06	ACU150	Monthly	Check control panel for termination defects.	0.00	1.00	0.00
07	ACU160	Monthly	Check suction and discharge pressure.	0.00	1.00	0.00
08	ACU170	Monthly	Observe unit for abnormal operation.	0.00	1.00	0.00

Note : Reference Day is the Schedule day of the week the PM's Task should be doing.

Figure 2.2 : Equipment PM Tasks

In Figure 2-2 you need to create a PM Tasks Entries for every equipment. In label Freq PM Period in the combo box please select a Frequency Period. Creating, Editing, and Deleting PM Task just click the button with a default icon for each button. Clicking add or edit will bring you to the next screen below. Figure 2.2.1.

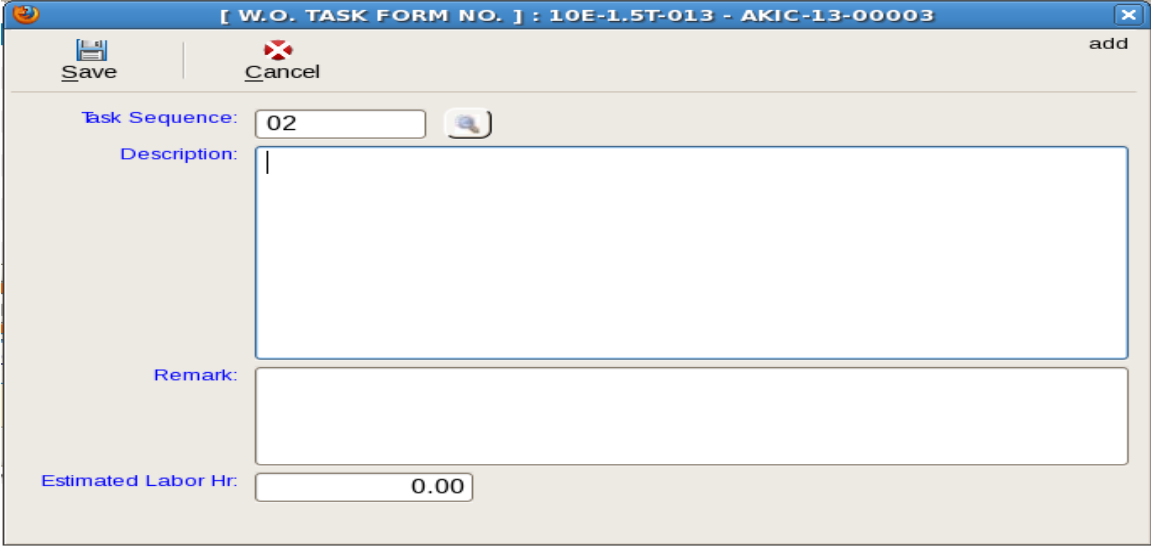


Figure 2.2.1. Preventive Maintenance Work Order Library

There is also a button to copy all the PM Task you created from one equipment to one or more equipment provided they are similar in type. Just click the button Copy PM and it will bring you to the screen below. Figure 2.2.2. Note if you plan to change the PM Task for one of the equipment you can update all the equipment with similar type by same procedure as you did before in the Copy PM button.

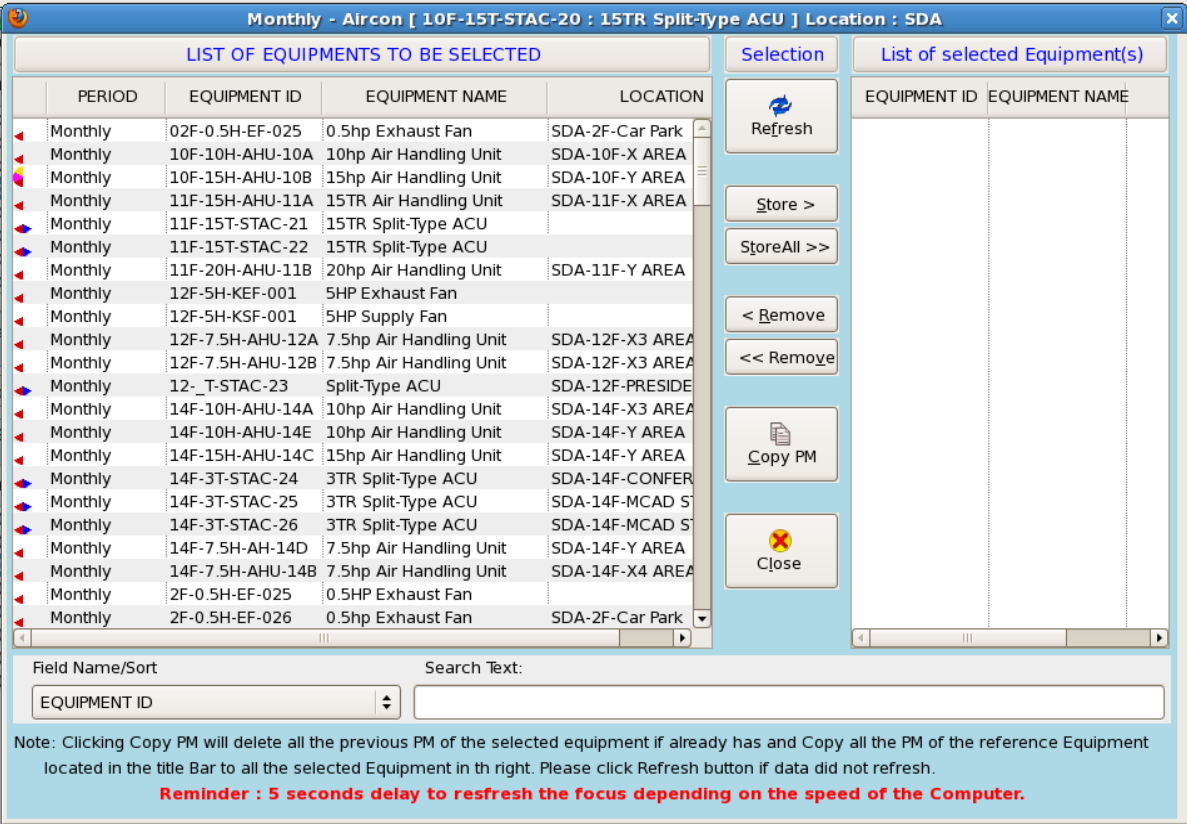


Figure 2.2.2 : Copying PM Task to one or more Equipment

2.3. Equipment Scheduling : Toolbar Button Scheduling is where you make the schedule of every equipment for maintenance. If that equipment has a multiple schedule frequency you need to assign each frequency period for Annual, Semi-Annual, etc.

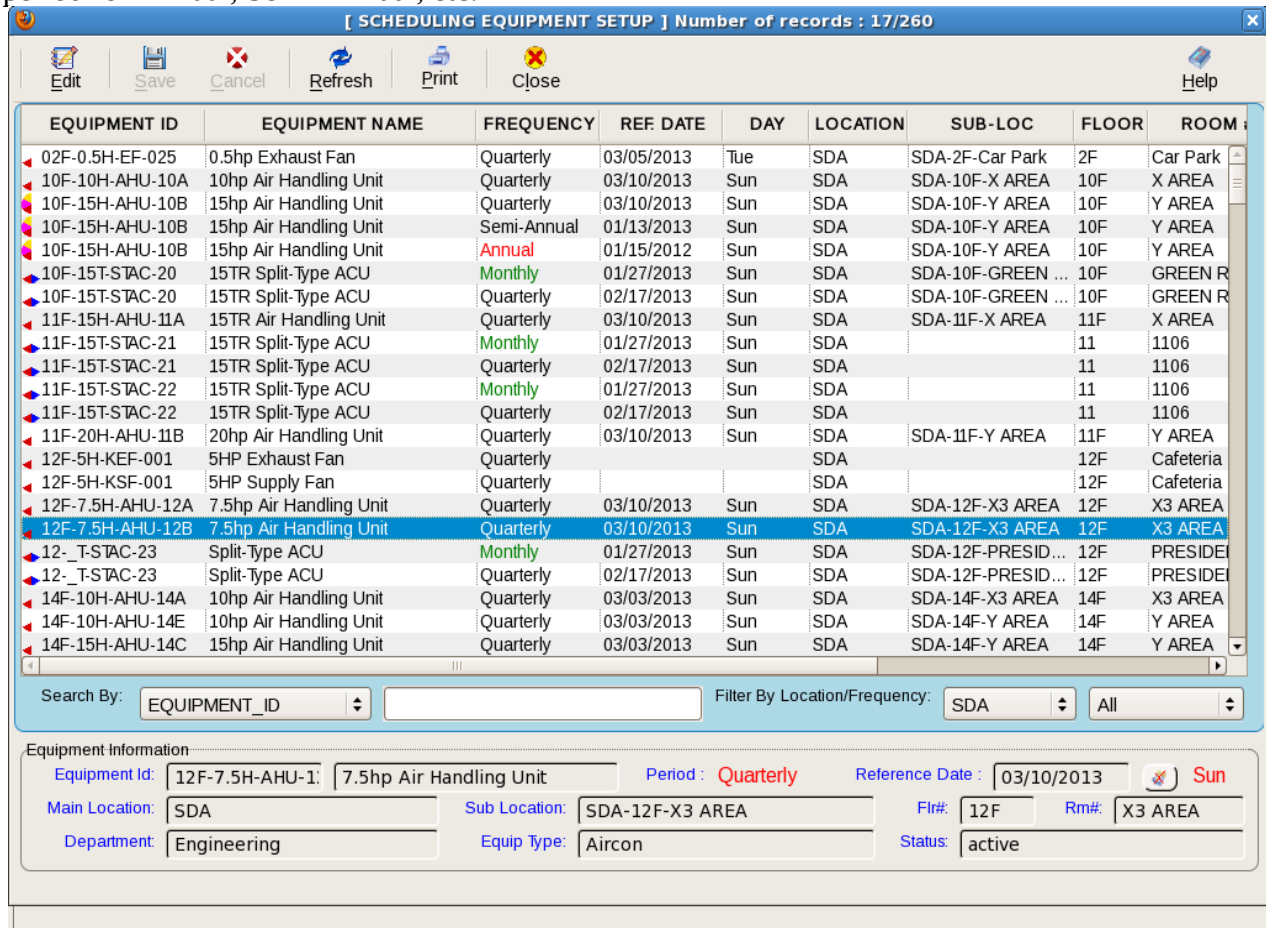


Figure 2.3. : Equipment Scheduling

2.3.1. Making a schedule for a specific equipment, select first the location in the label Filter By Location/Frequency by clicking the combo box and also select the Frequency by clicking the combo box next to the location. The select/highlight the specific equipment and click **Edit** button. In the reference date input a schedule for this equipment. Note that this reference date is the Estimated schedule of this equipment after it is processed in the Generate Monthly PM Work Order. Also the estimated schedule is not base on the specific number of date but base on the days it fall for the month. Example you make a schedule 03/03/2013. This is the first Sunday of March 2013. So if processed for April Monthly W.O. Schedule it will fall on 04/07/2013 which is also the first Sunday of April.

Reports of the Equipment Schedule for all the frequency can be viewed by clicking Print in Figure 2.3. above. The Reports will look like below. Figure 2.3.1.



EQUIPMENT SCHEDULING
As of

Rundate: 03/20/2013
Time: 02:10:33 AM
Usr: 1

EQUIPMENT ID/TAG	EQUIPMENT NAME	BUILDING	DAILY	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUAL	ANNUAL
1. 02F-0.5H-EF-025	0.5hp Exhaust Fan	SDA				03/05/13 Tue		
2. 10F-10H-AHU-10A	10hp Air Handling Unit					03/10/13 Sun		
3. 10F-15H-AHU-10B	15hp Air Handling Unit					03/10/13 Sun	01/13/13 Sun	01/15/12 Sun
4. 10F-15T-STAC-20	15TR Split-Type ACU	SDA			01/27/13 Sun	02/17/13 Sun		
5. 11F-15H-AHU-11A	15TR Air Handling Unit	SDA				03/10/13 Sun		
6. 11F-15T-STAC-21	15TR Split-Type ACU	SDA			01/27/13 Sun	02/17/13 Sun		
7. 11F-15T-STAC-22	15TR Split-Type ACU	SDA			01/27/13 Sun	02/17/13 Sun		
8. 11F-20H-AHU-11B	20hp Air Handling Unit					03/10/13 Sun		
9. 12F-5H-KEF-001	5HP Exhaust Fan	SDA						
10. 12F-5H-KSF-001	5HP Supply Fan	SDA						
11. 12F-7.5H-AHU-12A	7.5hp Air Handling Unit					03/10/13 Sun		
12. 12F-7.5H-AHU-12B	7.5hp Air Handling Unit					03/10/13 Sun		
13. 12- T-STAC-23	Split-Type ACU	SDA			01/27/13 Sun	02/17/13 Sun		
14. 14F-10H-AHU-14A	10hp Air Handling Unit					03/03/13 Sun		
15. 14F-10H-AHU-14E	10hp Air Handling Unit	SDA				03/03/13 Sun		
16. 14F-15H-AHU-14C	15hp Air Handling Unit					03/03/13 Sun		
17. 14F-3T-STAC-24	3TR Split-Type ACU	SDA			01/27/13 Sun	02/17/13 Sun		
18. 14F-3T-STAC-25	3TR Split-Type ACU	SDA			01/27/13 Sun	02/17/13 Sun		
19. 14F-3T-STAC-26	3TR Split-Type ACU	SDA			01/27/13 Sun	02/17/13 Sun		
20. 14F-5H-BOOST-01	5HP Booster Pump	SDA						01/08/12 Sun
21. 14F-5H-BOOST-02	5HP Booster Pump	SDA						
22. 14F-7.5H-AH-14D	7.5hp Air Handling Unit	SDA				03/03/13 Sun		
23. 14F-7.5H-AHU-14B	7.5hp Air Handling Unit					03/03/13 Sun		

Figure 2.3.1 : Complete Schedule of the Equipment for every Frequency Period

- Work Order Frequency Period. Please create a Period for the Monthly Work Order Schedule. See Figure 3. below. After creating a Period we are now reading to Generate a Monthly PM Work Order.

FROM DATE	FROM DATE	DAILY	WEEKLY	MONTHLY	QTRLY	SEMI-AN	ANNUAL	DATE ADDED	ADDED BY
01/01/2013	01/31/2013	0	0	0	0	0	0	03/15/2013	1
02/01/2013	02/28/2013	0	0	0	0	0	0	03/16/2013	1

Figure 3 : Frequency Period (Range : From To)

4. Generate a Monthly PM Work Order Schedule. In the pulldown menu Work Order -> Generate Monthly PM Work Order click this. Steps.
 - 4.1. Select location. Usually if you are a super user you can view all the location but if you are assigned to a specific location you can only process for that assigned location.
 - 4.2. Work Order No. The computer automatically will get the last Work Order No. The generated work order will add 1 to the Work Order here no need to change.
 - 4.3. Freq Period. Get the frequency period by clicking the date button. You cannot manually input the date. If no date created yet just exit this module and go to **Frequency Period** pulldown menu and input the date there.
 - 4.4. Click toolbar Generate. If in case the toolbar Generate is disabled just click the combo box of location. Note for the super user, you cannot process location for ALL. You need a specific location.

GENERATE MONTHLY PM WORK ORDERS

Generate | Close | Work Order Period | Help

Location : ALL

Work Order No. : ALL-13-00001

Freq. Period : Date From: [Calendar Icon] [Date Field] To: [Date Field]

Note : If the PM of the lowest period/frequency fall on the next frequency/period. The PM of the lowest will be wave instead it is made together with the highest frequency/period. Meaning no PM will be generated for the PM of the lowest frequency/period.

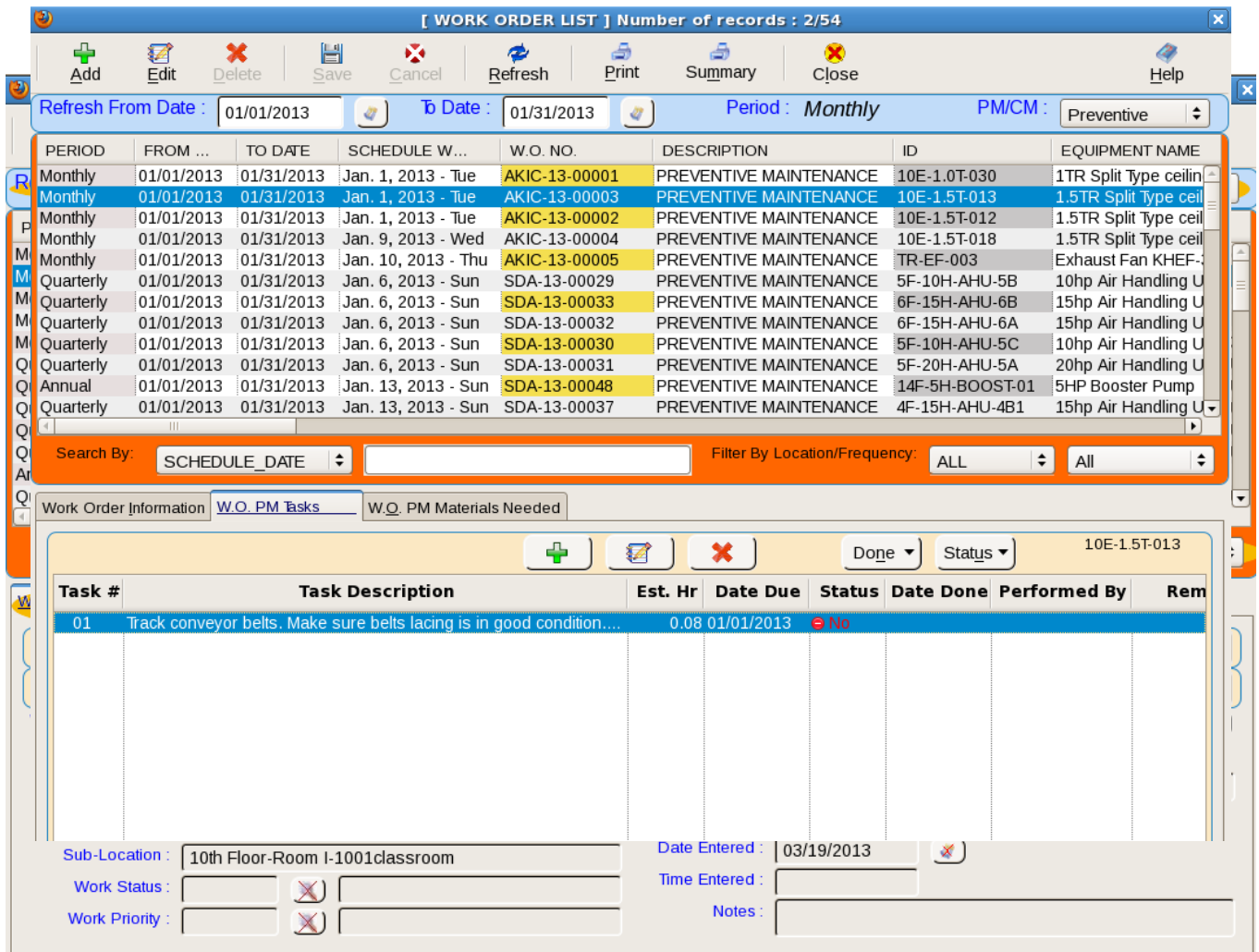
This procedure will create a new Preventive Maintenance Work Order cycle. All completed/uncompleted Work Order's will be move to Work Order History manually in the Work Order Pull down Menu.

Note : If the Equipment has no PM Task no Work Order will be generated. If the Equipment has PM Task and no assigned Schedule Date, the generated Work Order schedule will be the Future Work Order Date

Figure 4. : Generate Monthly PM Work Order

- 4.5. To view the generated work order close this module and click the Toolbar **Work Order**.

Note : You can still reprocess the Monthly work order here provided no Work Order schedule has been update.



5. In the toolbar **Work Order** you can view the created Preventive Maintenance you just processed and here you can print it. You can still edit the information and the Task here.

Figure 5 : Work Order List

- 5.1. Select location and Frequency by clicking the location combobox and frequency combobox. Use All in the frequency to view all frequency.
- 5.2. Select Preventive. Usually the default is Preventive.
- 5.3. Select a Date Range. You can view different range of date by just changing the From Date To Date or a specific month only from day 1 to end of that month.
- 5.4. Information of the specific equipment. You can still edit the Est. Sched Date here but the other cannot be edited. W.O. Description must have an inputted data.
- 5.5. W.O PM Tasks. This is where the Preventive Maintenance can be viewed or edited. You can still edit the PM Task here. This is also where you update every task whether it is already done, date done, performed by, and make a remarks. See Figure 5.1.

Note : You can also manually created a Work Order here.

Figure 5.1 : Work Order Preventive Maintenance Task

The icon for add, edit, delete button can still be used here even the PM Task here were created during Generation. The Done button is used to update the PM Task individually while the Status is used to update the Task for all the PM Task here.

[WORK ORDER LIST] Number of records : 2/54

Refresh From Date : 01/01/2013 To Date : 01/31/2013 Period : Monthly PM/CM : Preventive

PERIOD	FROM ...	TO DATE	SCHEDULE W...	W.O. NO.	DESCRIPTION	ID	EQUIPMENT NAME
Monthly	01/01/2013	01/31/2013	Jan. 1, 2013 - Tue	AKIC-13-00001	PREVENTIVE MAINTENANCE	10E-1.0T-030	1TR Split Type ceiling
Monthly	01/01/2013	01/31/2013	Jan. 1, 2013 - Tue	AKIC-13-00003	PREVENTIVE MAINTENANCE	10E-1.5T-013	1.5TR Split Type ceiling
Monthly	01/01/2013	01/31/2013	Jan. 1, 2013 - Tue	AKIC-13-00002	PREVENTIVE MAINTENANCE	10E-1.5T-012	1.5TR Split Type ceiling
Monthly	01/01/2013	01/31/2013	Jan. 9, 2013 - Wed	AKIC-13-00004	PREVENTIVE MAINTENANCE	10E-1.5T-018	1.5TR Split Type ceiling
Monthly	01/01/2013	01/31/2013	Jan. 10, 2013 - Thu	AKIC-13-00005	PREVENTIVE MAINTENANCE	TR-EF-003	Exhaust Fan KHEF-
Quarterly	01/01/2013	01/31/2013	Jan. 6, 2013 - Sun	SDA-13-00029	PREVENTIVE MAINTENANCE	5F-10H-AHU-5B	10hp Air Handling U
Quarterly	01/01/2013	01/31/2013	Jan. 6, 2013 - Sun	SDA-13-00033	PREVENTIVE MAINTENANCE	6F-15H-AHU-6B	15hp Air Handling U
Quarterly	01/01/2013	01/31/2013	Jan. 6, 2013 - Sun	SDA-13-00032	PREVENTIVE MAINTENANCE	6F-15H-AHU-6A	15hp Air Handling U
Quarterly	01/01/2013	01/31/2013	Jan. 6, 2013 - Sun	SDA-13-00030	PREVENTIVE MAINTENANCE	5F-10H-AHU-5C	10hp Air Handling U
Quarterly	01/01/2013	01/31/2013	Jan. 6, 2013 - Sun	SDA-13-00031	PREVENTIVE MAINTENANCE	5F-20H-AHU-5A	20hp Air Handling U
Annual	01/01/2013	01/31/2013	Jan. 13, 2013 - Sun	SDA-13-00048	PREVENTIVE MAINTENANCE	14F-5H-BOOST-01	5HP Booster Pump
Quarterly	01/01/2013	01/31/2013	Jan. 13, 2013 - Sun	SDA-13-00037	PREVENTIVE MAINTENANCE	4F-15H-AHU-4B1	15hp Air Handling U

Search By: SCHEDULE_DATE Filter By Location/Frequency: ALL All

Work Order Information W.O. PM Tasks W.O. PM Materials Needed

COSTS

No.	Technicians	No. of hours performed	Materials Used
1	Peter	30 minutes	Paint

 Peter 30 minutes Paint

5.6. W.O. PM Materials Needed. Here you can input the materials needed for this Work Order. See Figure 5.2. below.

Figure 5.2. : Work Order Material Needed.

The icon for add, edit, delete, save, cancel can be used for that purpose. All the materials needed to repair maintain the equipment must be encoded here. After all the necessary information is inputted you can view the reports by just clicking Print or Summary in the toolbar.

5.7. Print. View the actual Work Order Preventive Maintenance Report. See sample below. Figure 5.3.



WORK ORDER NO. : AKIC-13-00003
 EQUIPMENT CODE : 10E-1.5T-013
 EQUIPMENT NAME : 1.5TR Split Type ceiling mounted
 LOCATION :
 SUB-LOCATION : 10th Floor-Room I-1001classroom

PERIOD : Monthly
 RANGE DATE : Jan 01 to Jan 01 , 2013
 TASK : Preventive Maintenance
 ASSIGN TO :

Rundate: 03/20/2013
 Time: 01:53:58 AM
 Usr: 1

TASK NO.	TASK LIST	ACNTABLE	AKIC-13-00003			
			Tue Jan 01	Tue Feb 05	Tue Mar 05	Tue Apr 02
			January	February	March	April
01	Track conveyor belts. Make sure belts lacing is in good condition. Make sure head and tail rollers are square. If lacing needs to be replaced trim the belt using a square.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COSTS

No.	Technicians	No. of hours performed	Materials Used
1	Peter	30 minutes	Paint

Note : Report immediately any abnormal operating condition to your superior for proper documentation and repair and perform immediate correction for those minor findings.

DONE BY:

CHECKED BY:

NOTED BY:

ROVING/BUILDING ENGINEER

BUILDING/PROPERTY MANAGER

Figure 5.3 : Work Order Form Preventive Maintenance Report

5.8. Summary. View/Print all the created Work Order Preventive Maintenance for a specific range of Date. You can do it by From Date to Date Range. But normally it is 1 month and the Frequency must be All so that all the frequency included in the month. See Figure 5.4. below.

Work Order Scheduling Summary Report



EQUIPMENT SCHEDULING SUMMARY
 From : 01/01/2013 To : 01/31/2013
 PREVENTIVE MAINTENANCE

Rundate: 03/20/2013
 Time: 01:54:32 AM
 Usr: 1

EQUIPMENT ID/TAG	EQUIPMENT NAME	WORK ORDER NO.	BLDG	SUB-LOCATION	FREQUENCY	SCHEDULE DATE	STATUS	DATE DONE	DONE BY
1. 10E-1.5T-012	1.5TR Split Type ceiling mounted	AKIC-13-00002		10th Floor-Room I-1001classroom	Monthly	01/01/13 Tue			
2. 10E-1.5T-013	1.5TR Split Type ceiling mounted	AKIC-13-00003		10th Floor-Room I-1001classroom	Monthly	01/01/13 Tue			
3. 10E-1.0T-030	1TR Split Type ceiling mounted	AKIC-13-00001	AKIC	10th Floor-Room I-1014 SHRIM stock room	Monthly	01/01/13 Tue			
4. 10E-1.5T-018	1.5TR Split Type ceiling mounted	AKIC-13-00004	AKIC	10th Floor-Room I-1004 CBMS office 2	Monthly	01/09/13 Wed			
5. TR-EF-003	Exhaust Fan KHEF-3	AKIC-13-00005		Trilles	Monthly	01/10/13 Thu			
6. 5F-10H-AHU-5C	10hp Air Handling Unit	SDA-13-00030		Y AREA	Quarterly	01/06/13 Sun			
7. 5F-10H-AHU-5B	10hp Air Handling Unit	SDA-13-00029		X3 AREA	Quarterly	01/06/13 Sun			
8. 6F-15H-AHU-6B	15hp Air Handling Unit	SDA-13-00033		Y AREA	Quarterly	01/06/13 Sun			
9. 6F-15H-AHU-6A	15hp Air Handling Unit	SDA-13-00032		X AREA	Quarterly	01/06/13 Sun			
10. 5F-20H-AHU-5A	20hp Air Handling Unit	SDA-13-00031		X3 AREA	Quarterly	01/06/13 Sun			
11. 4F-10H-AHU-4B	10hp Air Handling Unit	SDA-13-00034		Theater Mechanical Room	Quarterly	01/13/13 Sun			
12. 4F-10H-AHU-4C1	10hp Air Handling Unit	SDA-13-00035		Theater Mechanical Room	Quarterly	01/13/13 Sun			
13. 4F-10H-AHU-4C2	10hp Air Handling Unit	SDA-13-00036		Theater Mechanical Room	Quarterly	01/13/13 Sun			
14. 4F-15H-AHU-4B1	15hp Air Handling Unit	SDA-13-00037		Theater Mechanical Room	Quarterly	01/13/13 Sun			
15. GF-1.5T-STAC-11	1.5TR Split-Type ACU	SDA-13-00001	SDA	PABX ROOM	Monthly	01/13/13 Sun			
16. 14F-5H-ROOST-01	5HP Booster Pump	SDA-13-00048	SDA		Annual	01/13/13 Sun			

Figure 5.4. Work Order Summary Report

You can use in the Work Order list header column to sort the specific column you want it printed.

Q2. How to create a Corrective Maintenance?

6. You can go directly in the toolbar **Work Order** and create a Corrective Maintenance. See Figure 6.

Figure 6. : Corrective Maintenance

6.1. Select location by clicking the location combobox. Frequency is automatically disabled

because all

Corrective maintenance has a frequency of Scheduled.

6.2. Select Corrective. Usually the default is Preventive. Change it to Corrective.

6.3. Select a Date Range. You can view different range of date by just changing the From Date To Date or a specific month only from day 1 to end of that month.

6.4. Information of the specific equipment. Sometime Corrective Maintenance has no listed equipment So just input No or any value. And input the Est. Sched Date here. Others cannot be edited. W.O. Description must have an inputted data.

6.5. W.O CM Tasks Request. This is where the Corrective Maintenance can be viewed, added or edited. This is where you update every task whether it is already done, date done, performed by, and make a remarks. See Figure 6.1.

Note : **The Work Order No.** for the **Corrective Maintenance** must have a suffix of CM after the 2 digit year when you start the Corrective. After it was done for the first time the system will generate it for you incrementally. In the above figure it is SDA-13CM-00001. Also when there is a preformatted form that the company used please use that number in the last numbering of the W.O. CM.



PROPERTY SPECIALISTS TEAM (PROSPECT), INC.

WORK ORDER NO. : SDA-13CM-00001
 EQUIPMENT CODE :
 EQUIPMENT NAME : none
 LOCATION : SDA BUILDING
 SUB-LOCATION : Kitchen

PERIOD : Scheduled
 RANGE DATE : Mar 18 to Mar 18 , 2013
 TASK : Corrective Maintenance
 ASSIGN TO :
 DATE NEEDED : 03/18/2013

Rundate: 03/20/2013
 Time: 07:25:25 AM
 Usr: 1

ELECTRICAL MECHANICAL PLUMBING CARPENTRY/PAINTING OTHERS :

REQUESTED BY : Lex DEPT/ORG. : eng DEPT HEAD/DIRECTOR: engr

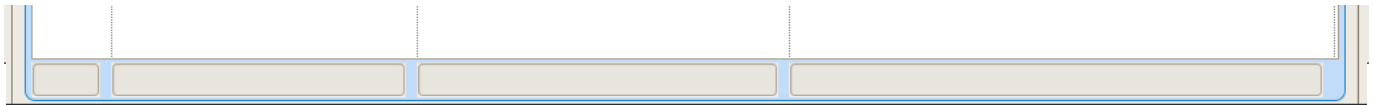
TASK NO.	DESCRIPTION OF WORK REQUEST	ACCOUNTABLE	SDA-13CM-00001
			Mon Mar 18
01	REPAIR		<input checked="" type="checkbox"/> 03/18/13
02	Repair parts		<input checked="" type="checkbox"/> 03/18/13
03	Corrective for repair		<input checked="" type="checkbox"/> 03/18/13

MATERIAL USED

No.	Item No.	Item Description	Quantity/Unit

PERFORMED BY: ex RECEIVED BY: EC FRONTLINER NOTED BY: BUILDING/PROPERTY MANAGER

SIGNATURE OVER PRINTED NAME EC FRONTLINER BUILDING/PROPERTY MANAGER



Example : Work Order Form is 12045 , so now the actual work order must be SDA-13CM-12045 to reference the actual Work Order form used by the company.

Figure 6.1 : Work Order Corrective Maintenance Request

The icon for add, edit, delete button can be used to add, edit and delete a Corrective Maintenance Request The Done button is used to update the CM Request individually while the Status is used to update the CM Request for all the CM Request here.

6.6. W.O. CM Materials Needed. Here you can input the materials needed for this Work Order Corrective Maintenance Request. See Figure 6.2. below.

Figure 6.2. : Work Order CM Material Needed.

The icon for add, edit, delete, save, cancel can be used for that purpose. All the materials needed to repair maintain the equipment must be encoded here. After all the necessary information in inputted you can view the reports by just clicking Print or Summary in the toolbar.

6.7. Print. View the actual Work Order Corrective Maintenance Report. See sample below. Figure 6.3.

Figure 6.3. : Work Order Corrective Maintenance Form

6.8. Summary. View/Print all the created Work Order Corrective Maintenance for a specific range of Date. You can do it by From Date to Date Range. But normally it is 1 month and the Frequency must be All so that all the frequency included in the month. See Figure 6.4. below.



PROPERTY SPECIALISTS TEAM (PROSPECT), INC.

EQUIPMENT SCHEDULING SUMMARY
 From : 03/01/2013 To : 03/31/2013
CORRECTIVE MAINTENANCE

Rundate: 03/20/2013
Time: 07:26:00 AM
Usr: 1

EQUIPMENT ID/TAG	EQUIPMENT NAME	WORK ORDER NO.	BLDG	SUB-LOCATION	FREQUENCY	SCHEDULE DATE	STATUS	DATE DONE	DONE BY
1.	none	SDA-13CM-00001	SDA	Kitchen	Scheduled	03/18/13 Mon	Done	03/18/13 Mon	ex

Figure 6.4. : Work Order Corrective Maintenance Summary Report