DMS
Daily Maintenance System

DMS works with three databases; Daily, Pending and Complete.

The Daily database holds work requests until they are printed. One can print work orders on any schedule, but it is recommended to print them daily. Before a work order is printed it can be edited by using the “Edit Daily” button. Once work orders have been printed they are moved into the Pending Table. If after printing work orders there is a need to reprint a work order, they can be individually printed by using the “Reprint Daily” button.

The Pending database holds work requests until you designate them completed. This table holds the active work orders. You can view, edit and print this table to see where the outstanding issues are. This table also will calculate how many days the work order is outstanding. When a project has been completed, you must go to the pending table and enter a “Complete Date” in the pending table as well as any other information you wish to capture. Once you have entered the “Complete Date” you must push the “Move Comp” button which will take all the work orders out of the Pending table and add them to the Complete Table.

The Complete Table is the history of your work orders. What, where, how long as well as who did the work can be found in this table. There are three reports that can be generated from this table and are available by using the “Complete Rpt” button.

To begin entering work orders, choose the DMS button on Main Menu.
You begin by entering your building name.

Press the Cntl + Spacebar for lookup help.

The table that appears should be your buildings only.

Begin typing the name of your building. When you find the building you want, either click on the OK button or press the enter key.
Enter the Room / Suite number (if applicable) and then if you wish to give more detail on location, you can add it in the Further Location box.

The first Problem box has a list of potential problems. Press the Cntl + Spacebar for the list. Begin typing and then choose the problem of choice.

The next Problem box is to type in your own problem.

You may use both Problem fields or just one.

Once a Problem is entered (either in the pull-down or write in) the Date and Time fields are generated by the computer. System users are unable to change these fields so that it is a permanent date stamp to this work order.

The next field is the Vendor field. This is also a look-up field. Use Cntl + Spacebar to get the list of Vendors.

Begin typing the vendor name and then choose the vendor you want. This is who the work order will be addressed and given to.
The next field is the Trade field. This field helps define the type of work being done. This is also a look-up field. Use Cntl + Spacebar to get the list of Trades.

This field will be useful if you use more than one vendor for a specific trade (i.e., carpentry) so you will be able to sort by not only vendor name but by type of work.

The REQ# field is generated automatically by Paradox. The first three digits are the old building number for the building. The last three digits are sequential numbers to define the work order. You will need this number if you need to reprint a work order.

Next is the FAS Number field. You can scroll through the FAS# and Project table and click on a project to populate the FAS Number field or you can type in a valid FAS Number. The coding will fill in itself.
After completing a work order, Paradox will take you to a blank screen to continue to enter work orders. When you have finished entering all the work orders you want, you must press the Add to Daily button.

You will get a dialog box that asks this question. Click on Yes.

Next is the Confirmed With field. If you call in the work order and then create a work order, you should put in the name of the person you called. This way they will know it is not a NEW item, but one that has already been reported.

Requestor is for the person in the building who asked for the repair. This field and the phone number will help you when you want to let the person know the work order has been completed.

Your initials here.
This is the way the screen looks if you choose the Edit Daily button.

Make your changes (I changed the phone number of the Requestor in this example.)

When you have finished editing, click on the End Edit button.

At this point you may wish to edit a work order that you have entered.

Choose the Edit Daily button.
Now, you are ready to print your daily work orders.

Choose the Print Daily button.

Click on Yes when the dialog box appears.

This is what the work order looks like.
After printing a work order, the Daily table is added to the Pending table. Now the work orders are “pending” and waiting to be completed.

If you need to reprint a work order you can print them individually by choosing the Reprint Daily button.

To reprint a work order, you need to know the last digits of the REQ# that Paradox generated. You may know this number or you can go to the Pending table (choose Edit Pending button) to find this number.

The REQ# in total was:

705-100

so in this box you would type 100 and then click on OK for the work order to reprint.
Now you want to print all the Pending work orders.

You choose Print Pending and then say Yes to this question.

This is an example of the Pending report.
You now wish to Edit the Pending Table.

There are several reasons to edit this table: you may wish to add some information to the record (ie: parts on order), you may need to contact the Requestor, you might want to see how many work orders are not yet complete…

The main reason to Edit Pending is that the project has been completed.

When the project has been completed you must Edit the Pending table.

The next two screens show the Pending Table. When the table is opened it automatically puts your cursor into the Completed field. This is for you to enter the DATE the work order was completed. This field must be a date and must be filled in to move work orders out of the Pending table into the Complete table.

You can then fill in the Hours field and the Completed by field.

**Helpful Hints:**
In a date field (like the Completed field in the Pending table) you can use the spacebar to enter today’s date.

You can negotiate through the fields by using the arrow keys on your keyboard.

You can use the “Zoom” feature in Paradox by holding the Cntl + Z and typing in a value for the field that you are looking for.
This is what the screen looks like when you press the Edit Pending button.

Notice it opens to the Completed field.

Fill in the Completed field with the DATE the work order was finished. Type in the number of hours and the person/vendor who completed this work order. You can scroll through the records in the Pending table by using the arrow keys on your keyboard.

HINT: If it is today’s date, press the spacebar three times and it will fill in today’s date.
After entering all the Complete dates, close out of the Pending table (the lower X box in the upper right hand of the Pending table) and then choose the Move Comp button. This takes all the records that have dates in the Complete field and moves them into the Completed table.

Click on Yes to move the records from Pending to Complete.
There are some “canned” reports from the Complete table.

FAS Number
Vendor
Building Name
Vendor-Building Name

<table>
<thead>
<tr>
<th>FAS Number</th>
<th>Project</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>