



How to PM an Entire Floor with SynergyMMS

Often times, room-based preventive maintenance tasks are more easily done in groups of rooms. One common way to handle this is by blocking an entire floor to allow for Room PM's. The issue at hand is that you want to perform the same tasks in all rooms but you don't want a pile of paperwork for multiple rooms. No problem. With SynergyMMS you can easily manage the tasks. Here is a quick summary of what you can do followed by detailed instructions for each step:

- Select the PM task you want
- Select the rooms you want and generate the PM's
- Print out one set of instructions
- Print out a simple list of the rooms you want
- Complete all of the tasks at once in SynergyMMS when done

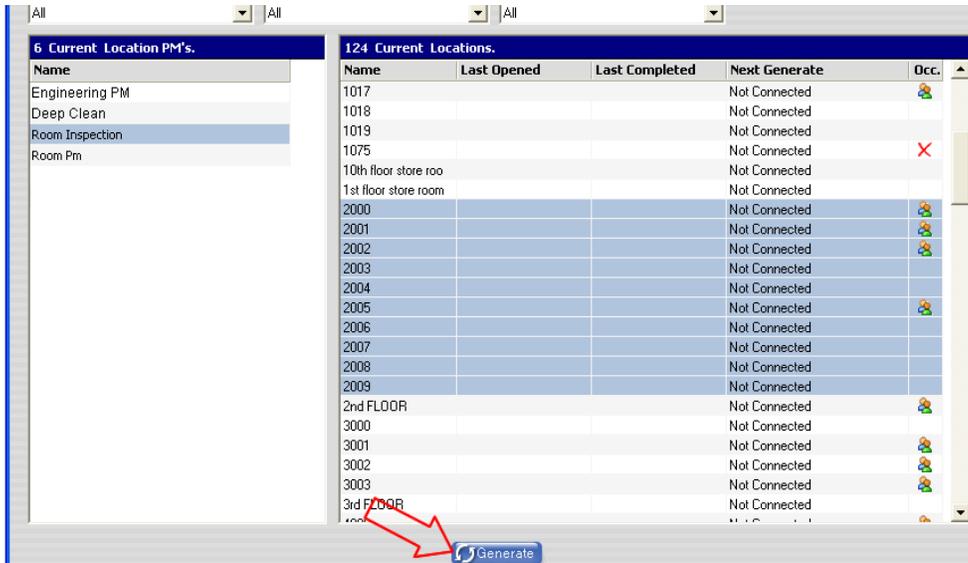
Select the PM task you want

The screenshot shows the 'PM On Demand' window with the following data:

124 Current Locations.			6 Current PM Schedules.			
Name	Type	Occ.	Name	Last Opened	Last Completed	Next Generate
1002	Guest Room	👤	Engineering PM			Not Connected
1003	Guest Room	👤	Deep Clean	5/16/2008 10:25:32 A	4/25/2008 10:30:41 A	05-17-2008
1004	Guest Room	👤	Room Inspection	5/15/2008 1:14:48 PM		Unscheduled
1005	Guest Room	👤	Room Pm	5/15/2008 1:14:19 PM	2/12/2008 12:36:39 P	by 08-13-2008
1006	Guest Room	👤				
1007	Guest Room	👤				
1008	Guest Room	👤				
1009	Guest Room	👤				
1010	Guest Room	👤				
1011	Guest Room	👤				
1012	Guest Room	👤				
1013	Guest Room	👤				
1014	Guest Room	👤				
1015	Guest Room	👤				
1016	Guest Room	👤				
1017	Guest Room	👤				
1018	Guest Room	👤				
1019	Guest Room	👤				
1075	Guest Room	✖				
10th floor store room	Store Rooms					
1st floor store room	Store Rooms					

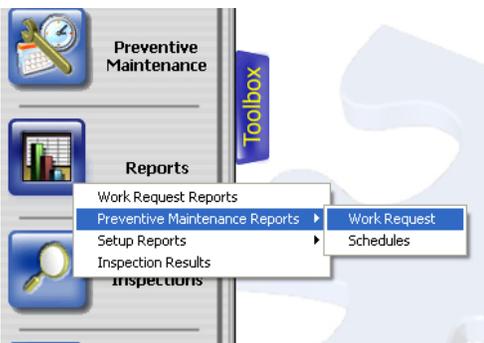
In the PM On Demand screen the left column is defaulted to the rooms list. In the right column are the available PM inspections. This screen is designed to allow a single selection from the left column and multiple selections in the right column. If we want to perform a single task to multiple rooms we will need the task in the left column and the rooms in the right. To do this, select "Location PM's" from the "View Type" menu as shown.

Select the Rooms you want and Generate the PM's

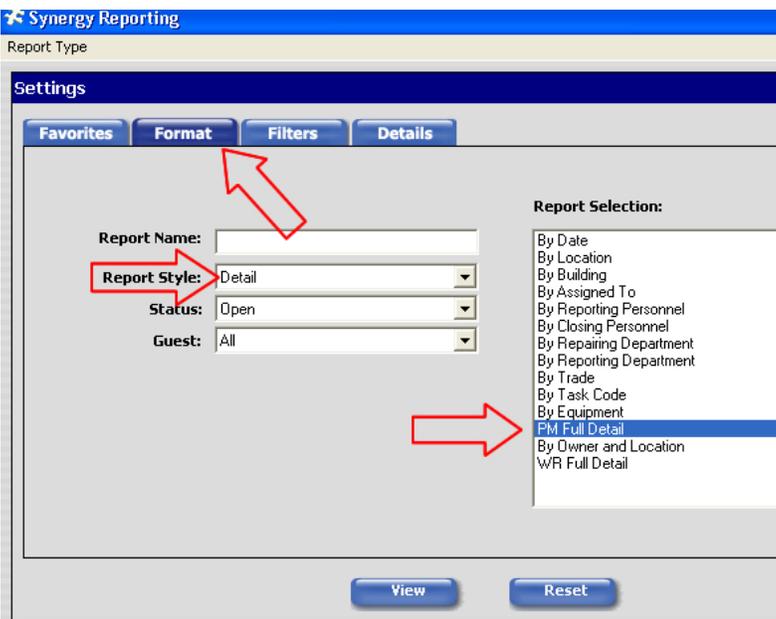


Once your view is set up correctly, you can choose the PM task you want from the left column. On the right, you have the list of rooms, any history of the task selected for the rooms and an occupancy indicator (with PMS interface). You can click on the first room you want to do and then hold the "Shift" key and click on the last one to get a group of rooms that are listed in order, or use the "Ctrl" key to select rooms randomly. Once the rooms are selected, click the "Generate" button at the bottom of the screen.

Print Out One Set of Instructions



From the Toolbox, click on the "Reports" button. Choose "Preventive Maintenance Reports" and then "Work Request" from the menu.



- Choose the "Format" tab to select the format of the report you want to run.
- Select the "Detail" Report Style.
- The "Report Selections" options will update after selecting "Detail" and then you can choose "PM Full Detail" from the selection options.
- Choose the Taskcode (if applicable) of the PM inspection like below:



Work Request #: 4794
Reported By: Clark, John
Assigned To: Not Assigned
Repair Dept: HSKP
Trade: Not Assigned
Reporting Dept: HSKP

Description: Hskp-Hskp Room Insp

Comments: Is the television working properly?
 Is the carpet clean?
 Bedspread Clean
 Are guest toiletries available?

Equipment Information:
Serves:

The details of the PM task are listed in the comments section. Print just one page for reference (see below).

Print
 Printer: HP Color LaserJet 8500 PS
 Status: Ready
 Type: HP Color LaserJet 8500 PS
 Where: LPT1:
 Comment: Print to file

Print range:
 All
 Pages from: 1 to: 1
 Selection

Copies:
 Number of copies: 1
 Collate

Inspection Details

Print Out a Simple List of the Rooms You Want

Synergy Reporting
 Report Type

Settings
 Favorites **Format** Filters Details

Report Name:
Report Style: Summary
Status: Open
Guest: All

Report Selection:
 By Date
 By Location
 By Assigned To
 By Reporting Personnel
 By Closing Personnel
 By Repairing Department
 By Reporting Department
 By Trade
 By Task Code
 By Equipment

- Click on the "Format" tab
- Select "Summary" from the Report Style Menu.
- Once you select Summary, the Report Selection options will update. Choose "By Location" for the report selection.

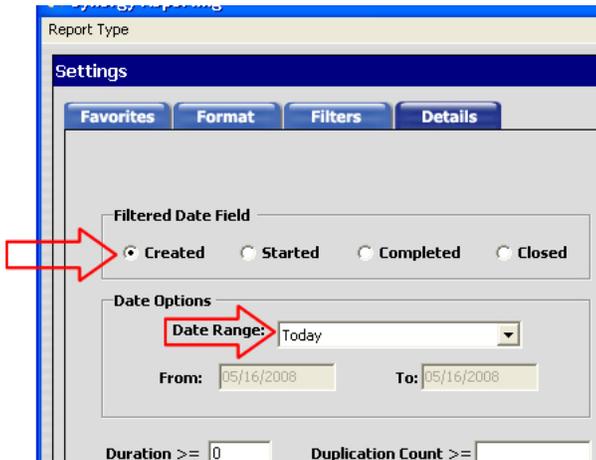
Synergy Reporting
 Report Type

Settings
 Favorites Format **Filters** Details

Taskcode: Hskp- Hskp Room Insp
WR #:
Repair Dept: All
Reporting Dept: All
Assigned To: All
Reported By: All
Location: All
Floor: 2
Building: All

Equipment: All
User 1: All
User 2: All
User 3: All
Closed By: All
Completion Code: All
Requested By: All
Room Type: All

- Click on the "Filters" tab
- Make sure you have the proper task selected
- Select the floor that has the rooms you want to PM. This will narrow the list to only those on the proper floor.



- Click on the “Details” tab.
- In the “Filtered Date Field” area, make sure “Created” is selected.
- Set the Date Range to “Today”.

This will return only work requests on the selected floor, with the selected task that were created today.



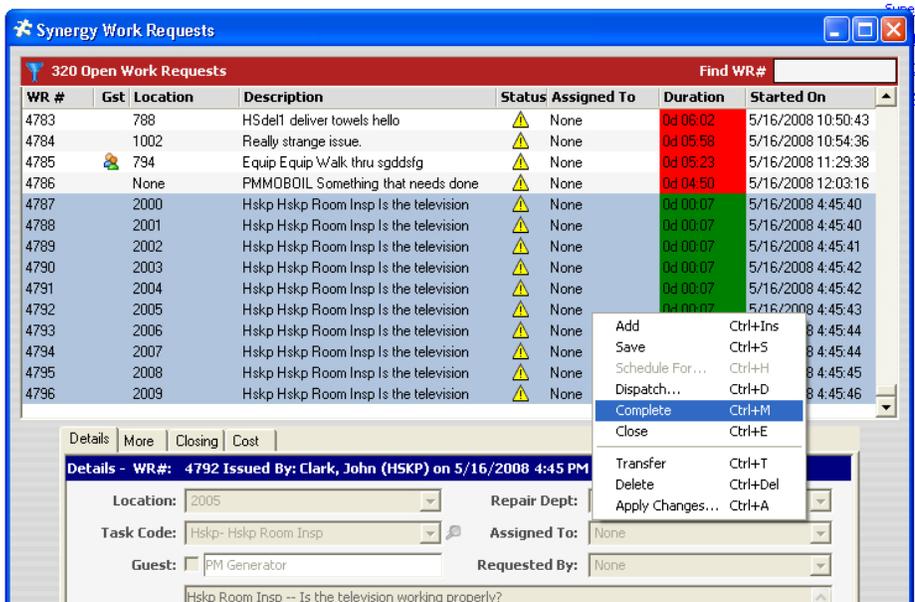
Open Work Requests By Location

05/16/2008 - 05/16/2008

Location	Guest	Internal	Quantity	% of Work
2000	0	1	1	10.0%
2001	0	1	1	10.0%
2002	0	1	1	10.0%
2003	0	1	1	10.0%
2004	0	1	1	10.0%
2005	0	1	1	10.0%
2006	0	1	1	10.0%
2007	0	1	1	10.0%
2008	0	1	1	10.0%
2009	0	1	1	10.0%
Total:	0	10	10	100.0%

Here you have a simple summary list of the rooms that need to have the PM task done. Users can check off the rooms as they are completed while referencing the single printed instruction sheet printed earlier for PM details.

Complete All of the Tasks at Once in SynergyMMS When Done



When the PM task is complete in all of the rooms, you can open the “Full View” of the work requests and select the tasks as a group.

Right-click on the selected group and you will be able to complete them all at once.



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