

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



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

6 Lurrent Location PM's.	124 Curren	Locations.				Ε.
Name	Name	Last Opened	Last Completed	Next Generate	Occ.	-
ngineering PM	1017			Not Connected	2	
eep Clean	1018			Not Connected		
oom Inspection	1019			Not Connected		
oom Pm	1075			Not Connected	X	
	10th floor store	001		Not Connected		
	1 st floor store r	oom		Not Connected		
	2000			Not Connected	2	1
	2001			Not Connected	2	
	2002			Not Connected	2	
	2003			Not Connected		
	2004			Not Connected		
	2005			Not Connected	2	
	2006			Not Connected		
	2007			Not Connected		
	2008			Not Connected		
	2009			Not Connected		
	2nd FLOOR			Not Connected	2	
	3000			Not Connected		
	3001			Not Connected	2	
	3002			Not Connected	2	
	3003			Not Connected	2	
	3rd FLOOR			Not Connected		ĥ
	400	\sim		N 10 1 1	<u>6</u>	

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.

🛠 Synergy Reporting

Report Type					
Settings					
Favorit	es Format	Filters	Details		
		$\overline{\langle}$			Report Selection:
1	Report Name: Report Style:	Detail	•		By Date By Location By Building By Assigned Ta
	Status:	Open	-		By Assigned To By Reporting Personnel By Closing Personnel
	Guest:	All	<u>•</u>		Bý Repairing Department By Reporting Department By Trade
				~	By Task Code By Equipment
				\sim	PM Full Detail By Owner and Location W/B Full Detail
					with an Dotai
			View		Reset

- 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:

e	port Type			
s	ettings			
	Favorites For	rmat Filters	Details	
	Taskcode:	Hskp-Hskp Room Insp		
	WR #:			Equip
	Repair Dept:	All	-	U

Work Request #:	4794	
Reported By:	Clark, John	
Assigned To:	Not Assigned	
Repair Dept:	HSKP	
Trade:	Not Assigned	L
Reporting Dept:	HSKP	Equ
Description:	Hskp-Hskp Room Insp	
Comments:	Is the television working properly? Is the carpet clean? Bedspread Clean Are guest toiletries available?	
Equipment Inform	ation:	
Equipment morm		

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

Print	?
Printer	
Name: HP Color LaserJet 8500 PS	
Status: Ready	
Type: HP Color LaserJet 8500 PS	
Where: LPT1:	
Comment:	🦳 Print to file
Print range	Copies
C <u>A</u> I	Number of <u>c</u> opies: 1
Pages from: 1 to: 1	
C Selection	
	OK Cancel

Print Out a Simple List of the Rooms You Want

Synergy Reporting Report Type Settings Favorites Format	Filters	Details	
Report Name: Report Style Status: Guest:	Summary Open All		eport Selection: y Date y Location y Assigned To y Reporting Personnel y Closing Personnel y Repairing Department y Reporting Department y Trade y Task Code y 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.

Report Type				
Settings				
Equaritan Equ	Filters	Details		
Pavorites Pol	rmat Filters	Details		
Taskcode	Using Uniter Description	<u> </u>		
	HSKP-HSKP HOOM INSP	$\rightarrow \rightarrow$		
WR #:			Equipment:	All
Repair Dept:	All	-	User 1:	All
Reporting Dept:	All	•	User 2:	All
Assigned To:	All	•	User 3:	All
Reported By:	All	-	Closed By:	All
Location:	All	•	Completion Code:	All
Floor:	2	•	Requested By:	All
Building:	All	•	Room Type:	All
Trade:	A.II		Quiper / Dept	Гли

- 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.

Report Type
Settings
Favorites Format Filters Details
Filtered Date Field
© Created O Started O Completed O Closed
Date Options
Date Range: Today
From: 05/16/2008 To: 05/16/2008
Duration >= 0 Duplication Count >=

- 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.

22	Oper	n Work Reque	ests By L	ocation	
		05/16/2008 - 0	05/16/200)8	
	Location	Guest	Internal	Quantity	% of Work
	<u>2000</u>	0	1	1	10.0%
	2001	0	1	1	10.0%
	2002	0	1	1	10.0%
	2003	0	1	1	10.0%
	<u>2004</u>	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

7 320	Open Work Reques	ts		Fin	d WR#	
WR #	Gst Location	Description	Status Assign	ned To Duration	1 Started On	-
4783	788	HSdel1 deliver towels hello	A None	0d 06:02	5/16/2008 10:50:	43
4784	1002	Really strange issue.	🔥 None	0d 05:58	5/16/2008 10:54:	36
4785	2 794	Equip Equip Walk thru sgddsfg	🔥 None	0d 05:23	5/16/2008 11:29:	38
4786	None	PMMOBOIL Something that needs done	🛕 None	0d 04:50	5/16/2008 12:03:	16
4787	2000	Hskp Hskp Room Insp Is the television	🛕 None	0d 00:07	5/16/2008 4:45:4	0
4788	2001	Hskp Hskp Room Insp Is the television	🛕 None	0d 00:07	5/16/2008 4:45:4	0
4789	2002	Hskp Hskp Room Insp Is the television	🛕 None	0d 00:07	5/16/2008 4:45:4	1
4790	2003	Hskp Hskp Room Insp Is the television	🛕 None	0d 00:07	5/16/2008 4:45:4	2
4791	2004	Hskp Hskp Room Insp Is the television	🛕 None	0d 00:07	5/16/2008 4:45:4	2
4792	2005	Hskp Hskp Room Insp Is the television	🛕 None	04.00-07	5/16/2008 4:45:4	3
4793	2006	Hskp Hskp Room Insp Is the television	🛕 None	Add	Ctrl+Ins 8 4:45:4	4
4794	2007	Hskp Hskp Room Insp Is the television	🛕 None	Save	Ctrl+5 8 4:45:4	4
4795	2008	Hskp Hskp Room Insp Is the television	🛕 None	Schedule For	Ctrl+H 8 4:45:4	5
4796	2009	Hskp Hskp Room Insp Is the television	\land None	Dispatch	Ctrl+D 8 4:45:4	6 🗕
				Complete	Ctrl+M	•
D	etails More Closing	Cost		Close	Ctrl+E	
D	etails - WR#: 479	2 Issued By: Clark, John (HSKP) on 5/16	/2008 4:45 PM	Transfer	Ctrl+T	1
				Delete	Ctrl+Del	
	Location: 200	5	Repair Dept:	Apply Changes	Ctrl+A 🗾	
	Task Code: Hsk	p- Hskp Room Insp 📃 🗾 🔎	Assigned To:	None	T	
	Guest: 🔲 🏾	M Generator Ro	equested By:	None	-	

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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