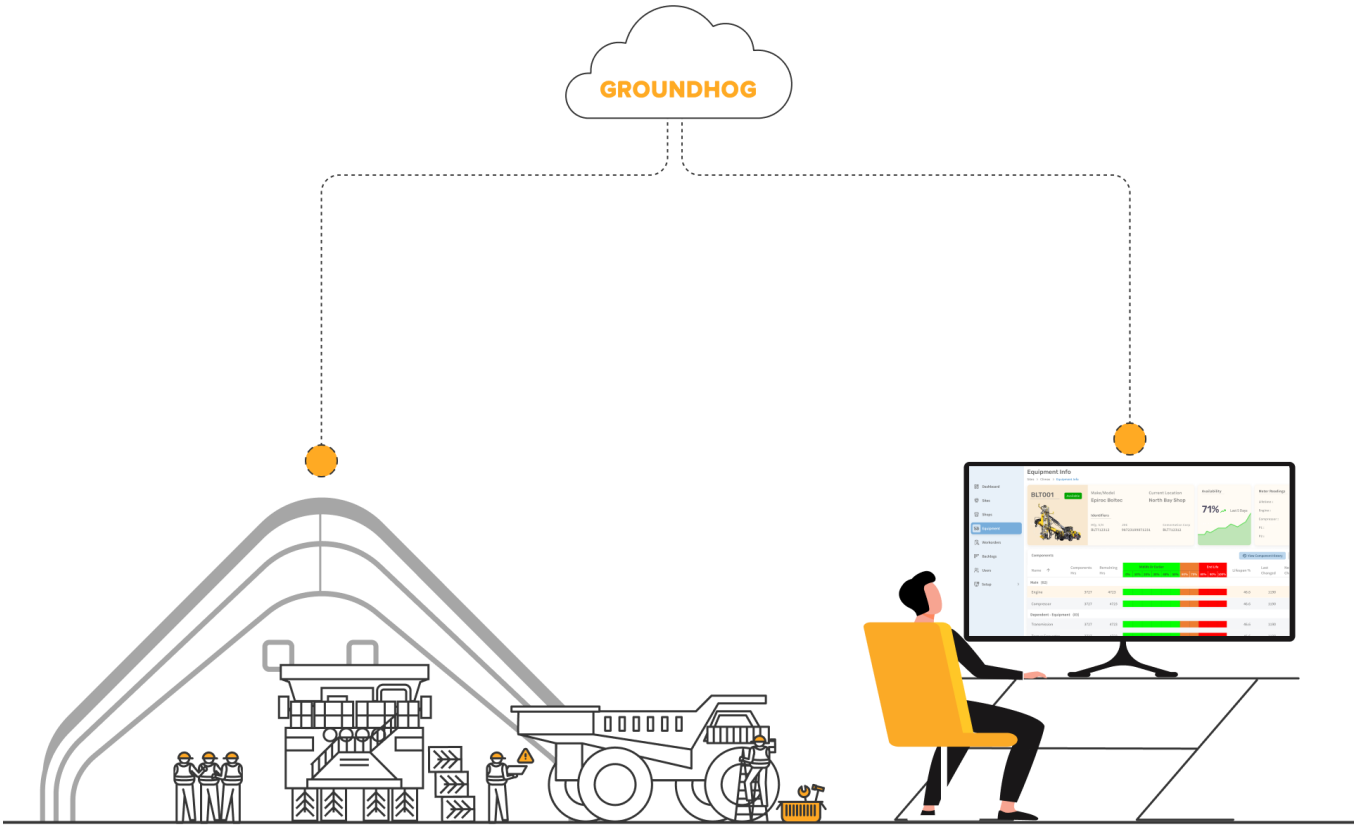
GROUNDHOG



(Corporate)

User guide for GroundHog Maintenance Cloud

LOGIN

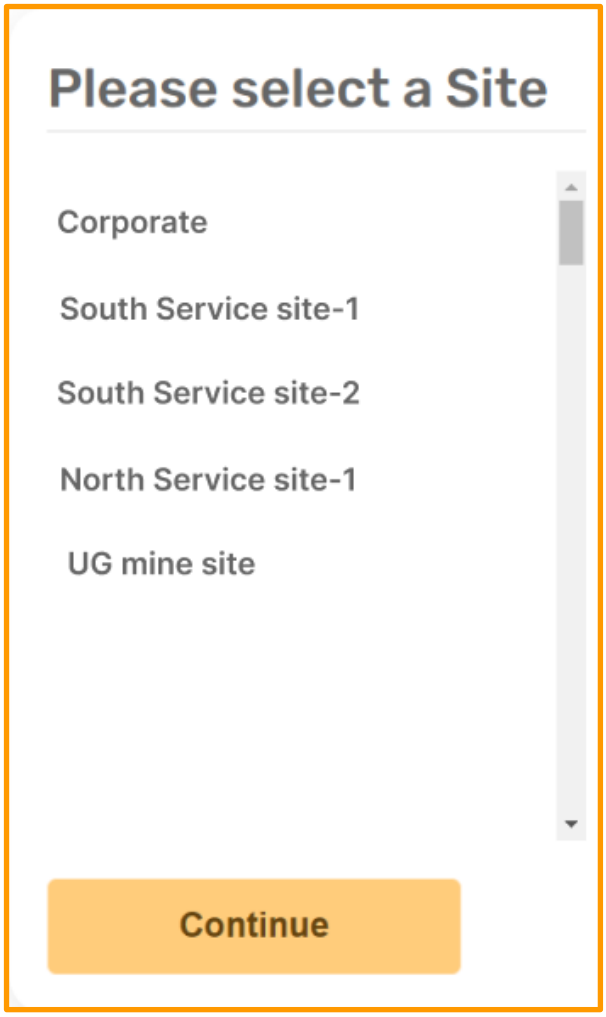
Users access GHMMS by navigating to the designated URL.

- URL: https://xxxxxx.groundhogapps.com/#/login
- Upon reaching the login page, users are prompted to enter their credentials. (Area/Operations Manager, CMMS Administrator, Asset Manager)
- Credentials typically consist of a designated ID and password. (They are assigned to individuals based on their roles)

SITE SELECTION

Navigating to the Site Selection Page

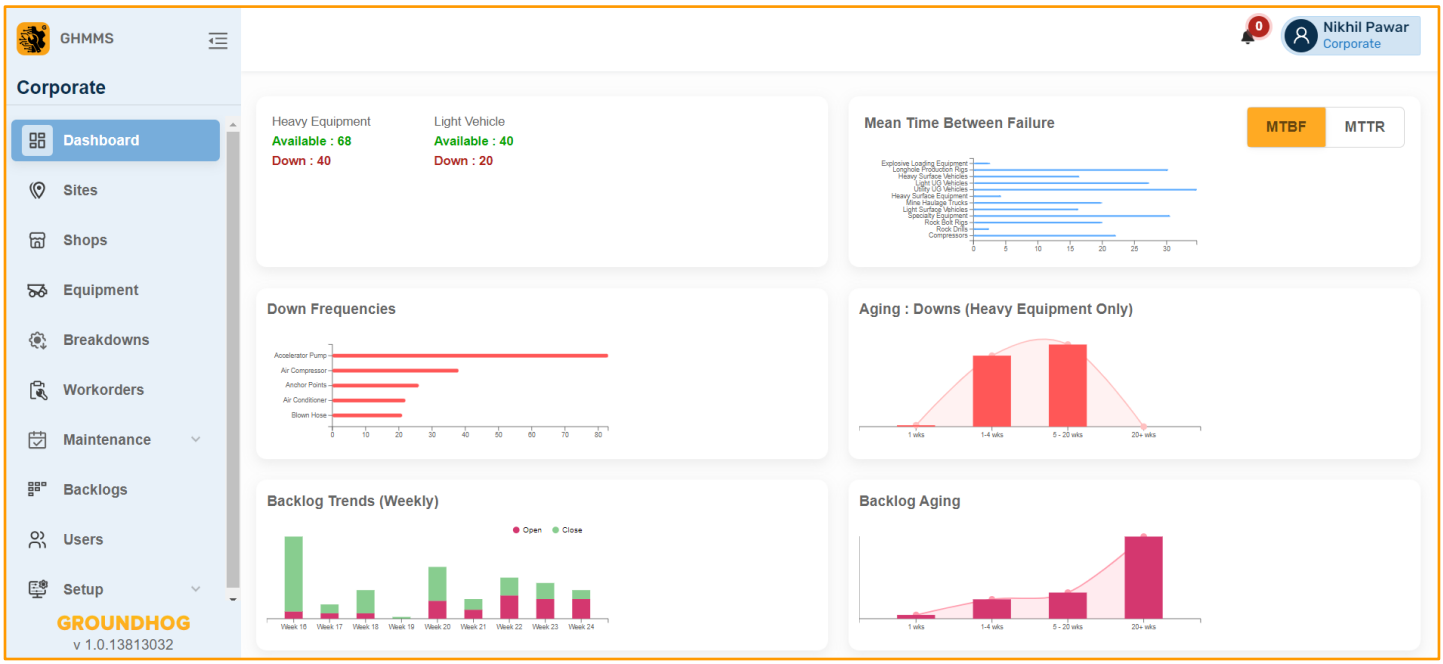
After logging in with your credentials on the GHMMS login page, you'll be directed to the Site Selection Page. Here, you can choose between navigating to a specific site for localized operations or accessing corporate-wide functionalities across all sites. This step allows users to tailor their experience within GHMMS based on their operational requirements.



Once user selects the corporate option user will be redirected the dashboard of the GHMMS

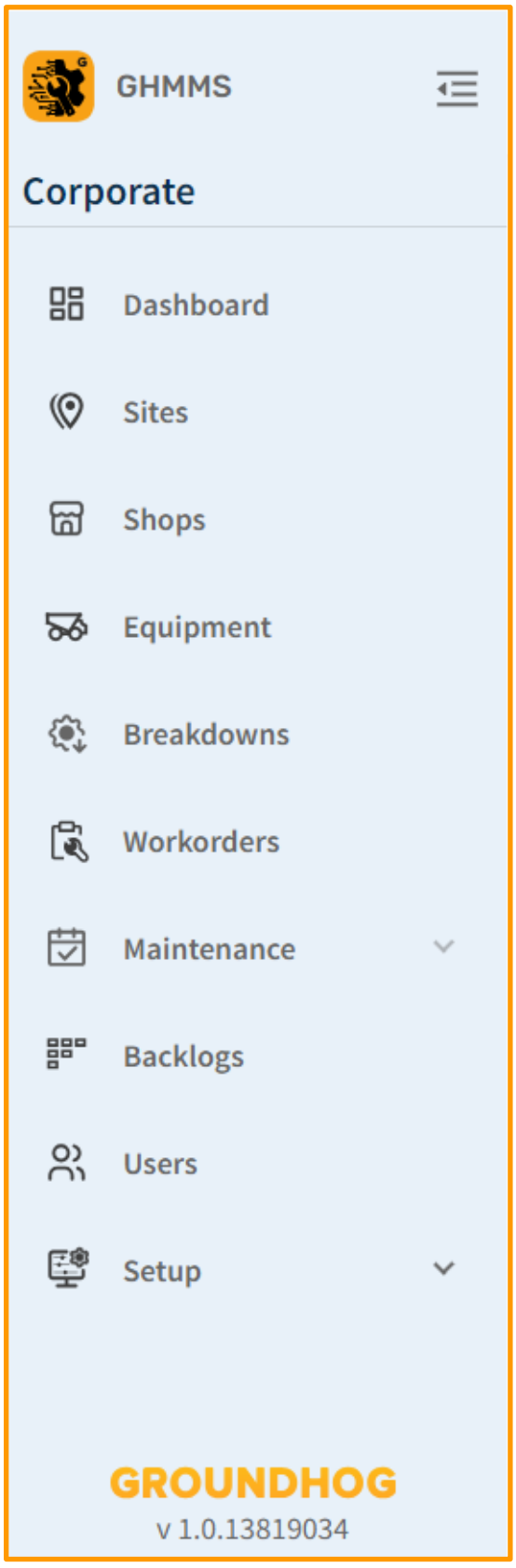
DASHBOARD

Once User selects the "corporate" option on the Site Selection Page, user will navigate to the Dashboard panel. This panel provides comprehensive information related to maintenance KPIs (Key Performance Indicators), offering a visual presentation of critical data. Here are the key details displayed on the interface:



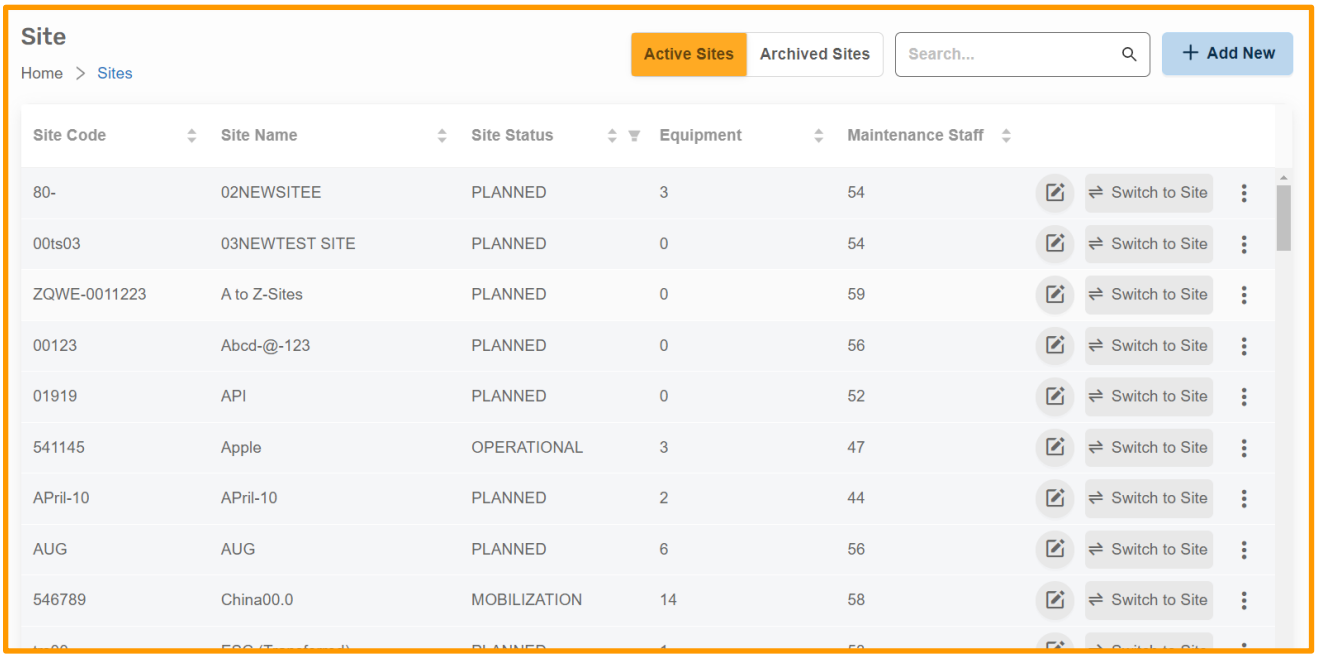
1. Heavy Equipment Available
2. Light Vehicle Available
3. Mean Time Between Failure (MTBF)
4. Mean Time To Repair (MTTR)
5. top 5 Breakdown with down frequencies
6. Aging down shows the graphical representation of downs for last 20 weeks
7. Backlog trends (weekly)
8. Backlog Aging shows the graphical representation of backlogs for last 20 weeks

NAVIGATION PANEL- The navigation panel, located on the left side of the interface, serves as a gateway for users to access various functional interfaces within the GHMMS system.



SITES

Within the "Sites" section of GHMMS, users can efficiently manage organizational sites and their associated details. Each site is identified by its unique Site Code and Name, accompanied by its current operational Status. Users can access comprehensive information such as Equipment deployed at each site and details about Maintenance Staff assigned. By selecting a specific site, users can further interact with its details, including marking the site as archived or managing it through the addition of new information. The interface provides intuitive controls, such as an "Add" button, facilitating the seamless addition of new sites to the organizational framework.



ADDING A NEW SITE

- Navigate to the "Sites" section in the GHMMS system.
- Click on the "Add New" button to initiate the site creation process.

Entering Site Information:

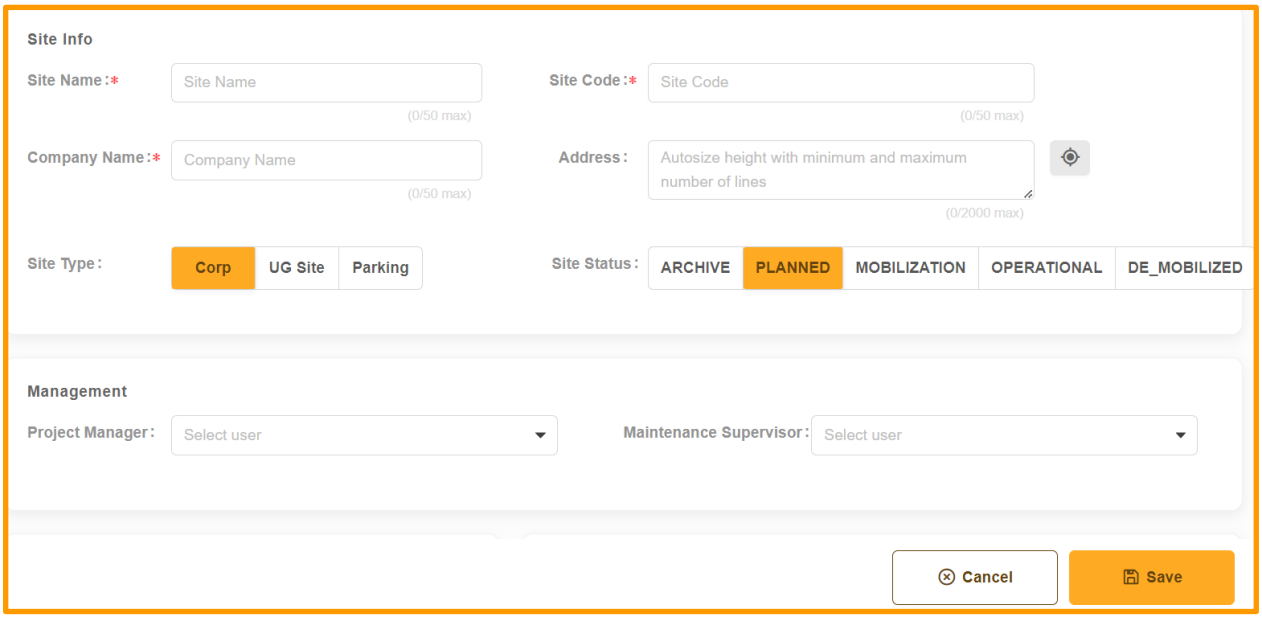
- Fill out the following details for the new site:
  - **Site Info**: Provide a brief description or additional notes about the site.
  - **Site Name**: Enter the name of the site (up to 50 characters).
  - **Company Name**: Specify the company associated with the site (up to 50 characters).
  - **Site Code**: Input a unique code to identify the site (up to 50 characters).
  - **Address**: Enter the physical address of the site (up to 2000 characters).
  - **Site Type**: Select the type of site from options like Corporate (Corp), Underground (UG Site), or Parking.
  - **Site Status**: Choose the current status of the site from options like Archive, Planned, Mobilization, Operational, or Demobilized.

Assigning Management Roles:

- Assign the following roles to relevant personnel:
  - **Project Manager**: Select a user from the system who will oversee the site's operations.
  - **Maintenance Supervisor**: Choose a user responsible for overseeing maintenance activities at the site.

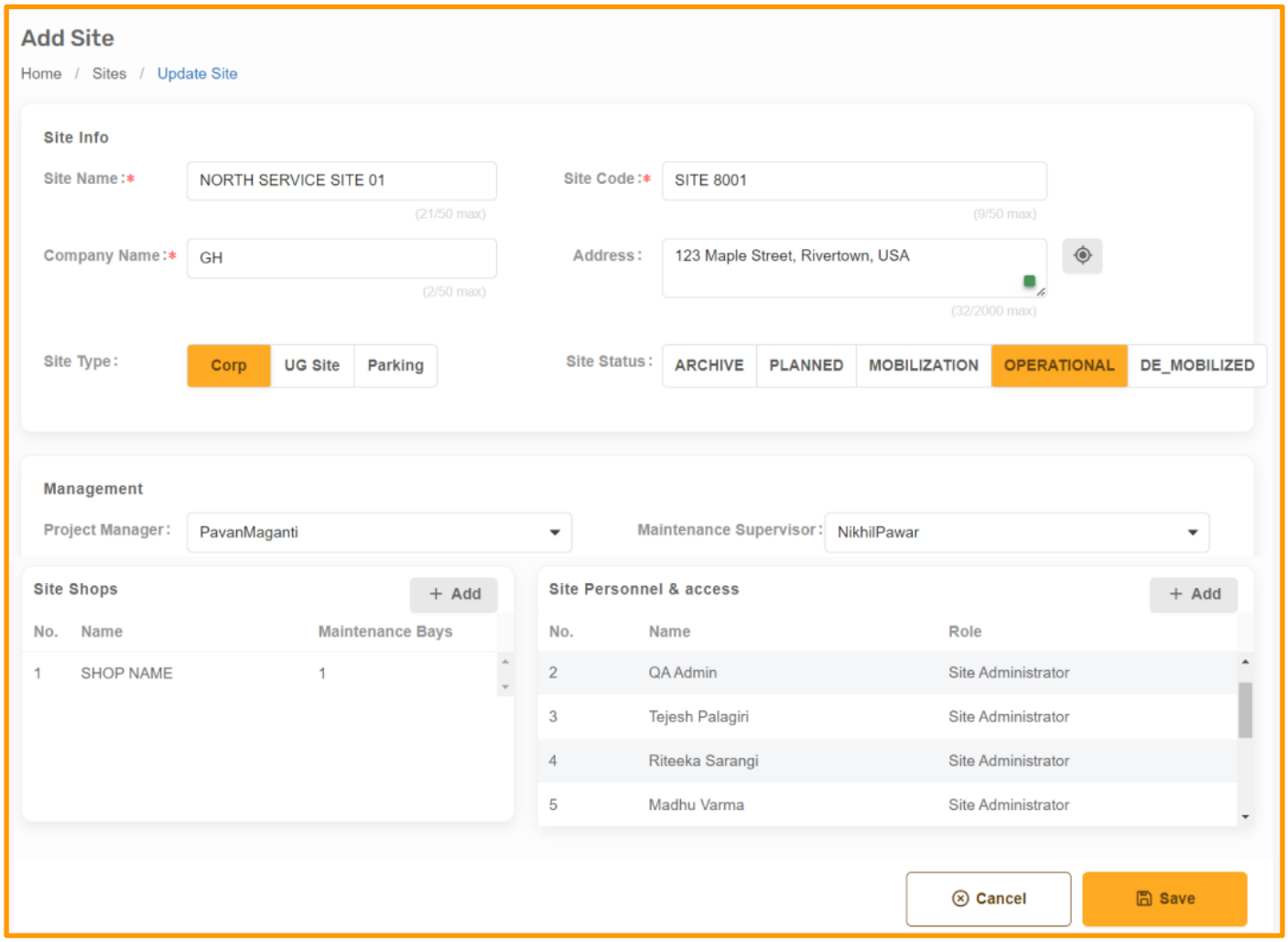
Saving the New Site:

- After entering all required information and assigning roles, click on the "Save" or "Submit" button to create the new site.
- The site will now be reflected in the "Sites" section of the GHMMS system, allowing for easy access and management.



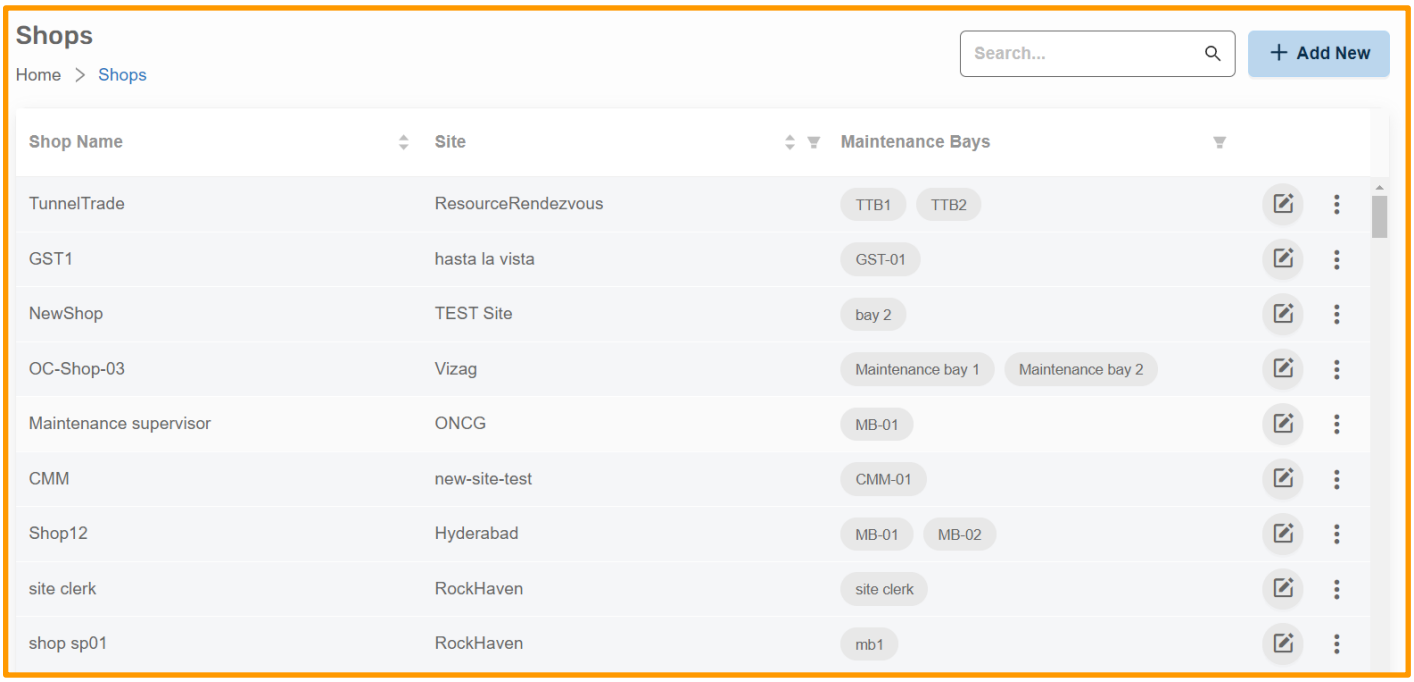
Viewing and Editing Site Details

1. Accessing Site Details:
    - Navigate to the "Sites" section in the GHMMS system.
    - Click on the desired site to view its details.
2. Viewing Site Information:
    - A new window or modal will appear displaying comprehensive details of the selected site.
    - Information such as Site Name, Company Name, Site Code, Address, Site Type, and Site Status will be visible.
3. Making Changes:
    - To edit site details, click on the "Edit" or "Modify" button within the site details window.
    - Update the relevant fields as required, such as adjusting Site Status or updating Maintenance Supervisor details.
4. Saving Changes:
    - After making edits, click on the "Save" or "Update" button to apply the changes.
    - The updated site details will be saved into the GHMMS system, ensuring the latest information is reflected.



Shops

In the GHMMS shop interface, users can view and manage available shops efficiently. The interface displays details such as Shop Name, associated Site, and the number of Maintenance Bays available in each shop. To locate specific shops quickly, users can utilize the search panel provided. This functionality allows for seamless navigation and management of workshop resources within the system.

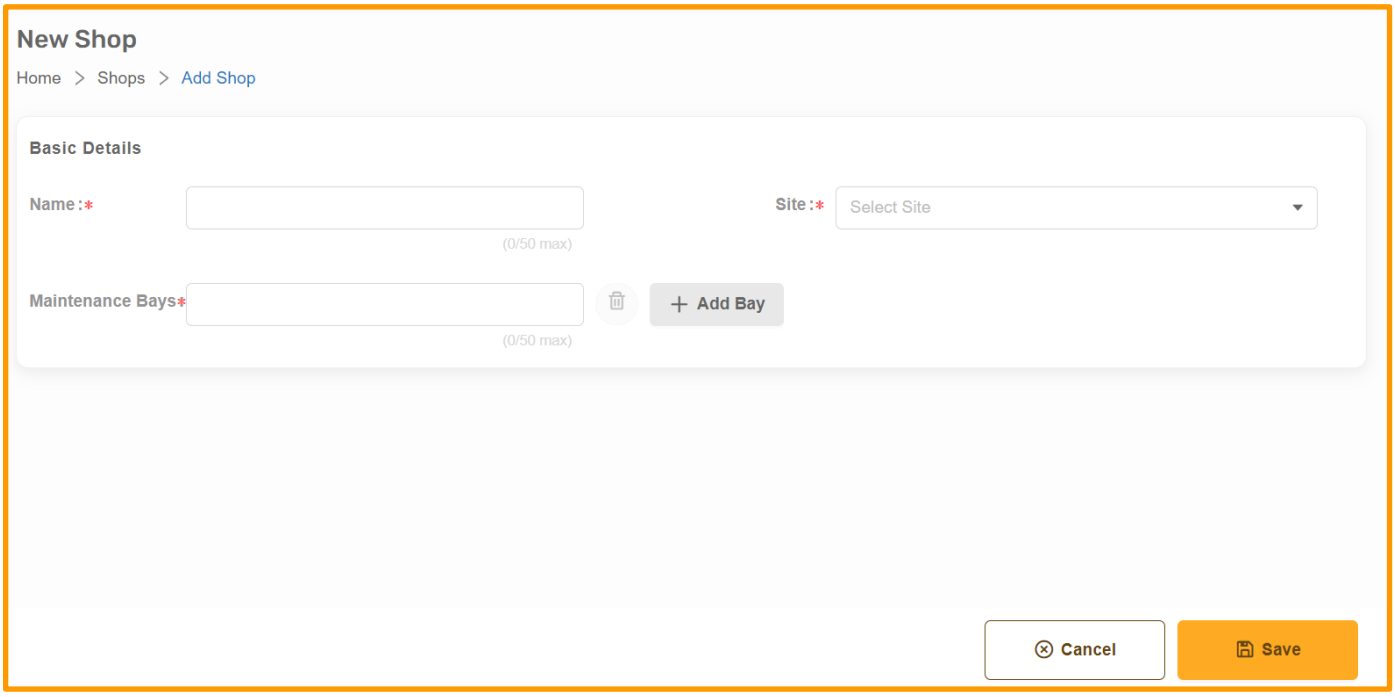


Adding a New Shop

To add a new shop in the GHMMS system, navigate to the "Shops' ' section and click on the "Add New' ' button located in the top right corner of the interface. This action opens a new form where users must enter the following basic details for the shop:

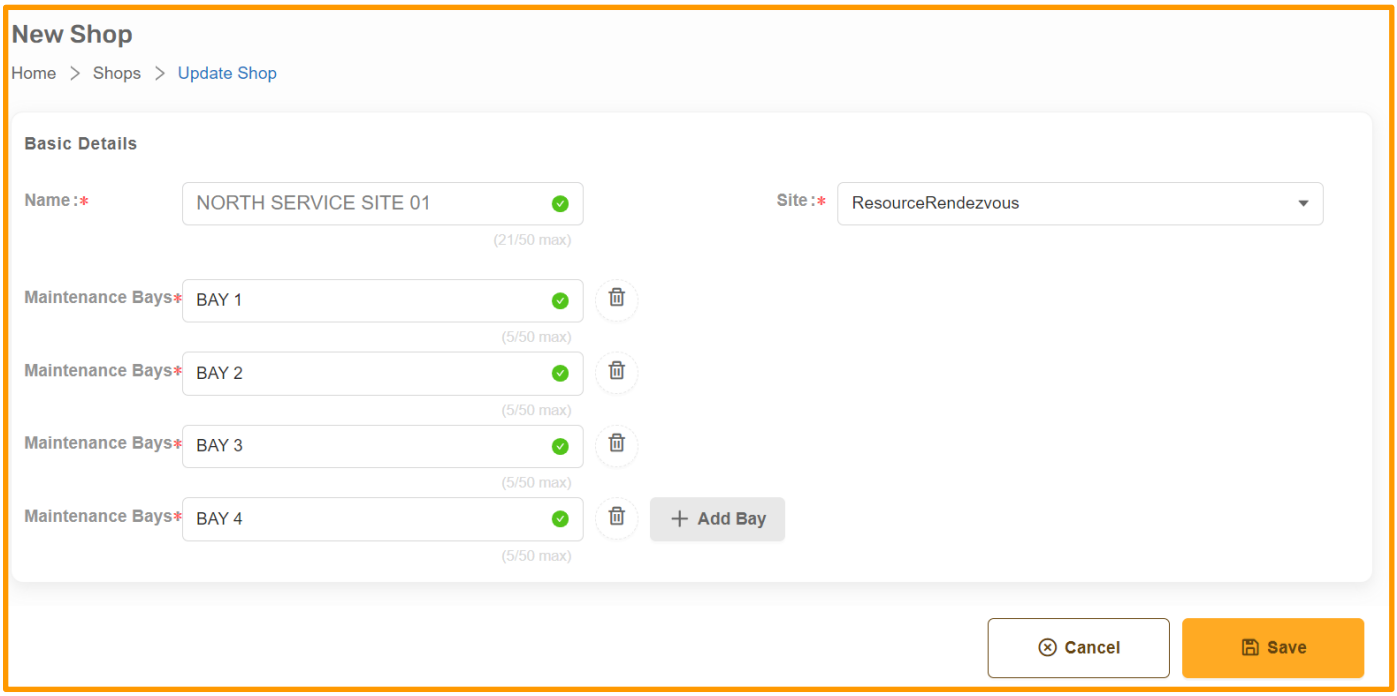
- **Name**: Provide the shop name (up to 50 characters).
- **Site**: Select the associated site from a dropdown menu.
- **Maintenance Bays**: Specify the maintenance bays in a workshop can be more than one.

After entering the required details, click on the "Save" button to create the new shop. Additionally, users can increase the number of maintenance bays within a shop by clicking on the "Add Bay" button. This process ensures that all shops and their maintenance capacities are accurately reflected within the system.



Editing a Shop

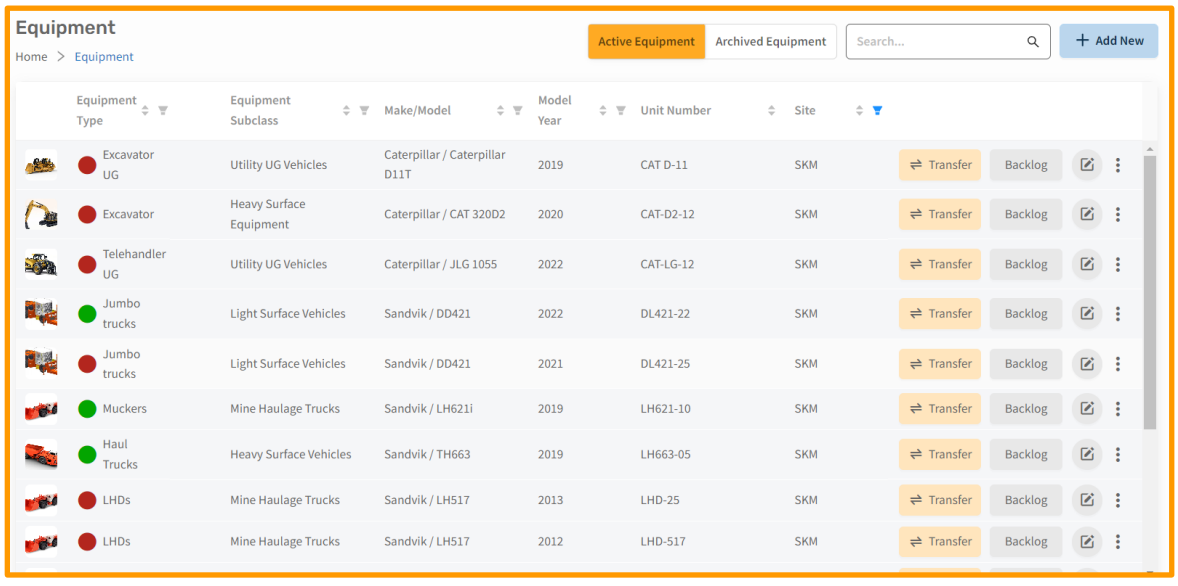
In the "Shops" interface of the GHMMS system, users can edit existing shop details by clicking on the "Edit" button next to any shop. This action opens a new window displaying all the current details of the selected shop. Users can make necessary changes to the shop's information, such as updating the shop name, associated site, and the number of maintenance bays. To increase the number of bays, users can click on the "Add Bay" button. After making the required changes, click on the "Save" button to apply and save the updates. These changes will be reflected immediately in the system, ensuring that the shop details are up-to-date.



Equipment

In the GHMMS system's Equipment interface, users can access comprehensive details about all equipment within their organization. Here's an overview of the features and functionality available:

1. **Equipment Information Displayed**:
    - **Equipment Type**: Specifies the category or type of equipment.
    - **Equipment Subclass**: Further classifies the equipment type into subclasses.
    - **Make/Model**: Identifies the manufacturer and specific model of the equipment.
    - **Model Year**: Indicates the year the equipment model was manufactured.
    - **Unit Number**: Unique identifier assigned to each individual unit of equipment.
    - **Site**: Shows the location or site where the equipment is currently assigned.
2. **Search Functionality**:
    - The interface includes a search option to quickly locate specific equipment based on various criteria such as equipment type, model, or site location.
3. **Equipment Status Indicators**:
    - Each equipment item is accompanied by a colored circle:
        - **Red Circle**: Indicates that the equipment is currently down or inoperative.
        - **Green Circle**: Indicates that the equipment is available and operational.
    - Users cannot change the status of equipment directly from this interface; changes can only be made from the respective sites to which the equipment belongs, as needed.
4. **Backlog Management**:
    - Next to each equipment item, there is a "Backlog" option.
    - By clicking on this option, users can access a detailed list of all backlog tasks associated with the selected equipment. This feature helps in tracking pending maintenance or repair tasks specific to each piece of equipment.

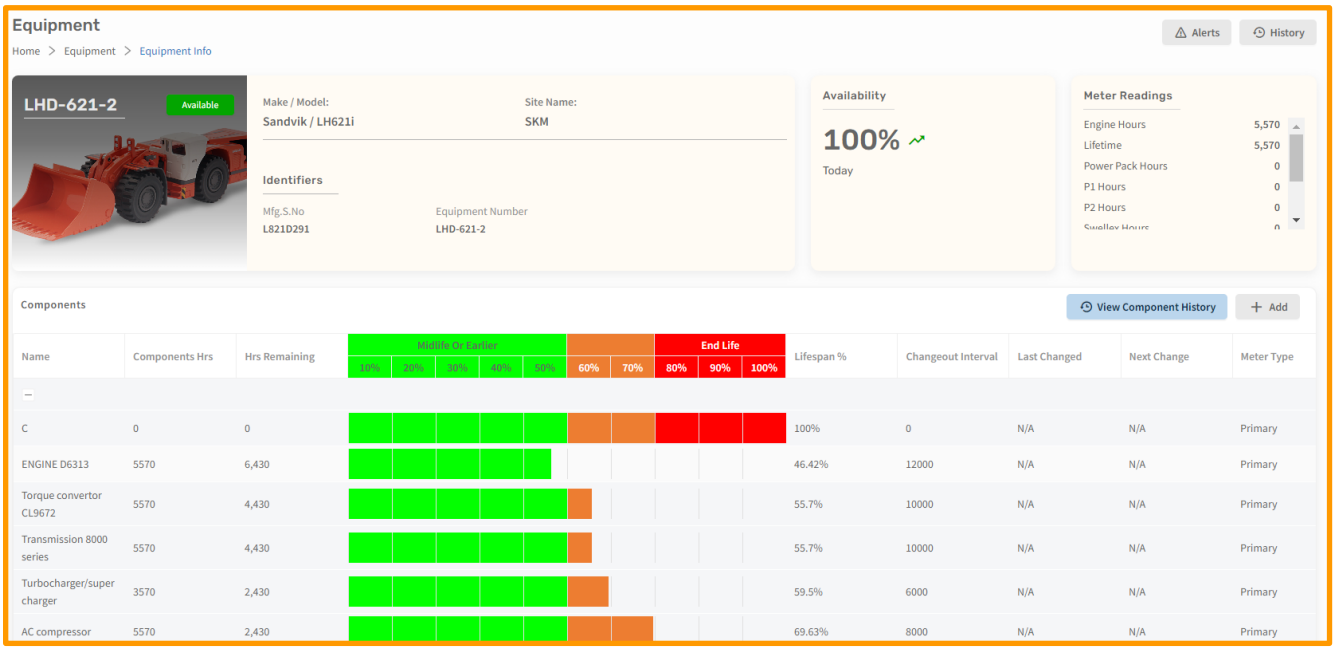


The Equipment interface in GHMMS facilitates efficient equipment management by providing easy access to detailed information, status updates, and backlog management functionalities. This helps organizations streamline maintenance operations and ensure optimal performance of their equipment fleet.

Equipment Information

The Equipment Information Interface in GHMMS provides a comprehensive overview of equipment details, such as the example for LH663-05:

- **Make / Model:**
- **Site Name:**
- **Identifiers:**
  - Mfg.S.No:
  - Equipment Number:
- **Availability:**
- **Meter Readings:**
- **Components:**
  - Name, Components Hrs, Hrs Remaining, Midlife Or Earlier, End Life, Lifespan %, Changeout Interval, Last Changed, Next Change, Meter Type
  - Detailed breakdown showing components and their respective details like hours used, remaining hours, lifespan percentage, changeout intervals, and maintenance history.
- **Planned Maintenance Compliance:**
  - Maintenance Period: 250 Hrs, 500 Hrs, 750 Hrs, 1000 Hrs
  - Visualization of compliance with scheduled maintenance periods.
- **Workorders:**
  - List of work orders associated with the equipment, including status, responsible party, and linked forms.
- **Maintenance Backlogs:**
  - Date, Title, Category, Description, and Status of maintenance backlogs associated with the equipment.



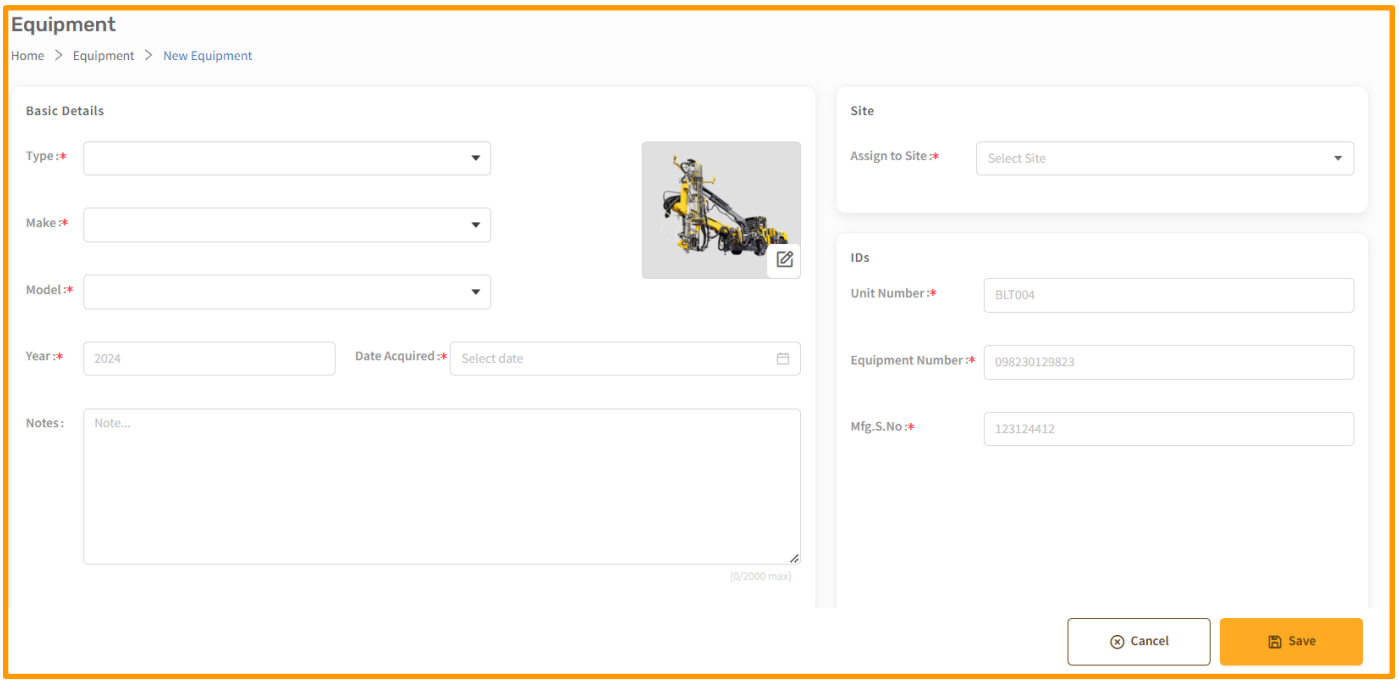
The interface enables users to track equipment performance, maintenance history, and compliance with scheduled maintenance intervals. It provides a centralized view of critical information necessary for effective equipment management and maintenance planning.

Adding New Equipment

To add a new equipment entry in the GHMMS system, users can click on the "Add New'' button within the Equipment interface. They are required to fill in several pieces of information related to the equipment under Basic Details:

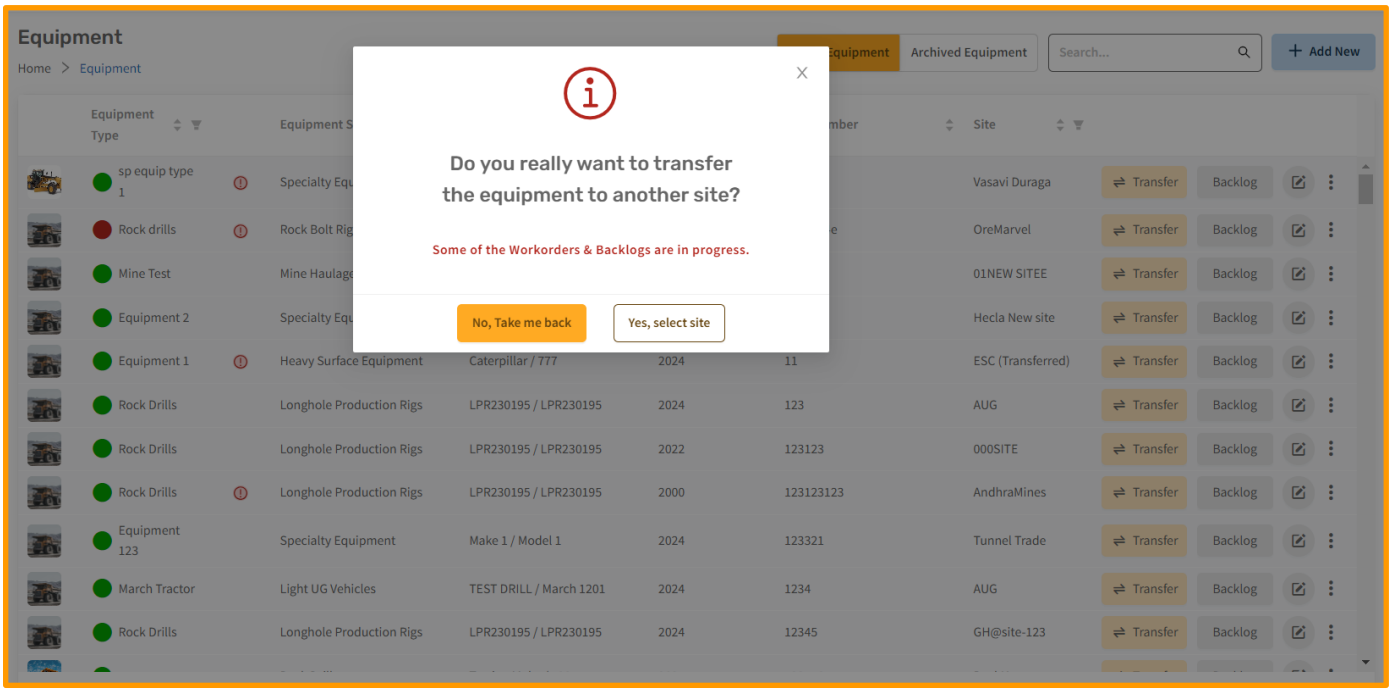
- **Type**: Specify the type of equipment.
- **Make**: Enter the manufacturer or make of the equipment.
- **Model**: Specify the model of the equipment.
- **Equipment Image**: Upload an image of the equipment.
- **Year**: Enter the manufacturing year of the equipment.
- **Date Acquired**: Specify the date when the equipment was acquired.
- **Notes**: Provide any additional notes or details related to the equipment (up to 2000 characters).
- **Site**: Assign the equipment to a specific site by selecting from available options.
- **IDs**: Enter specific identification details for the equipment, including Unit Number, Equipment Number, Manufacturer Serial Number (Mfg. S.No), and details for Components such as Component, SMU Type, Manufacturer, Serial Number, Changeout, Track, and Actions.

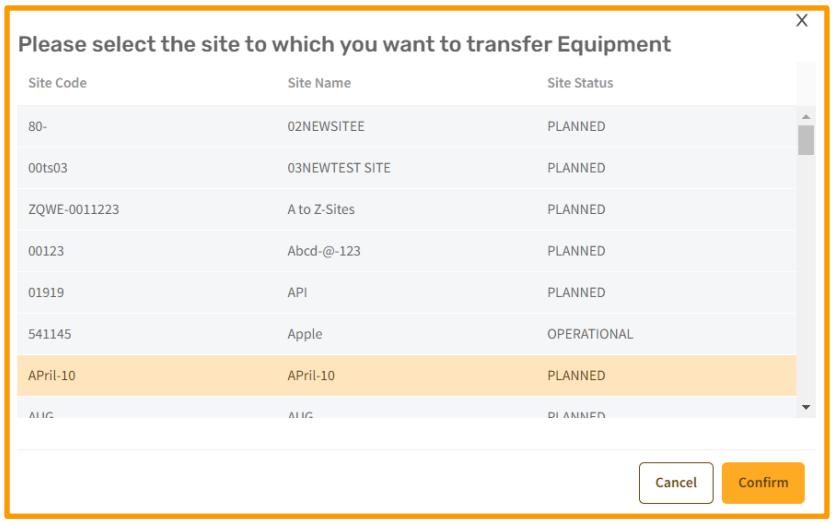
After entering all required information, users can click on the "Save" button to save the equipment entry for the designated site within the system.



Transferring Equipment Between Sites

In the Equipment interface of the GHMMS system, users can transfer equipment from one site to another using the "Transfer" button available for each equipment entry in the equipment list. Clicking on the "Transfer" option allows users to initiate the transfer process. They can then select the destination site where the equipment will be transferred by choosing from the available options and confirming their selection. Upon confirmation, the equipment's records and access will be transferred to the selected site, ensuring accurate tracking and management of equipment across different locations.





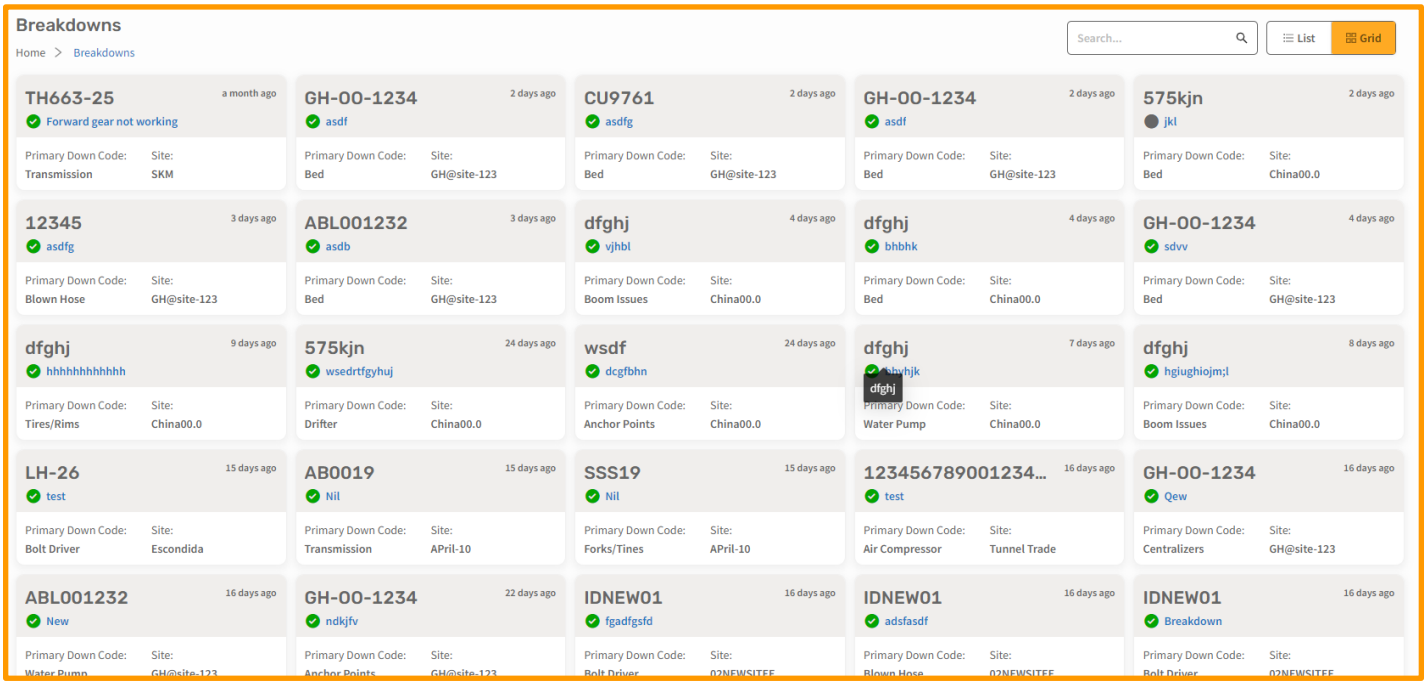
Breakdown

In the Breakdown interface of the GHMMS system, users can see all equipment currently experiencing breakdowns. The interface displays essential information, including:

- Equipment
- Site name
- Breakdown Title
- Down Since
- Primary Down Code

Users can not mark equipment as available or down in corporate level can only see its status

The interface can be viewed in either list or grid view by clicking on the respective "Grid" or "List" options. Additionally, breakdown equipment can be searched using the search option.



Workorder

Workorder List:

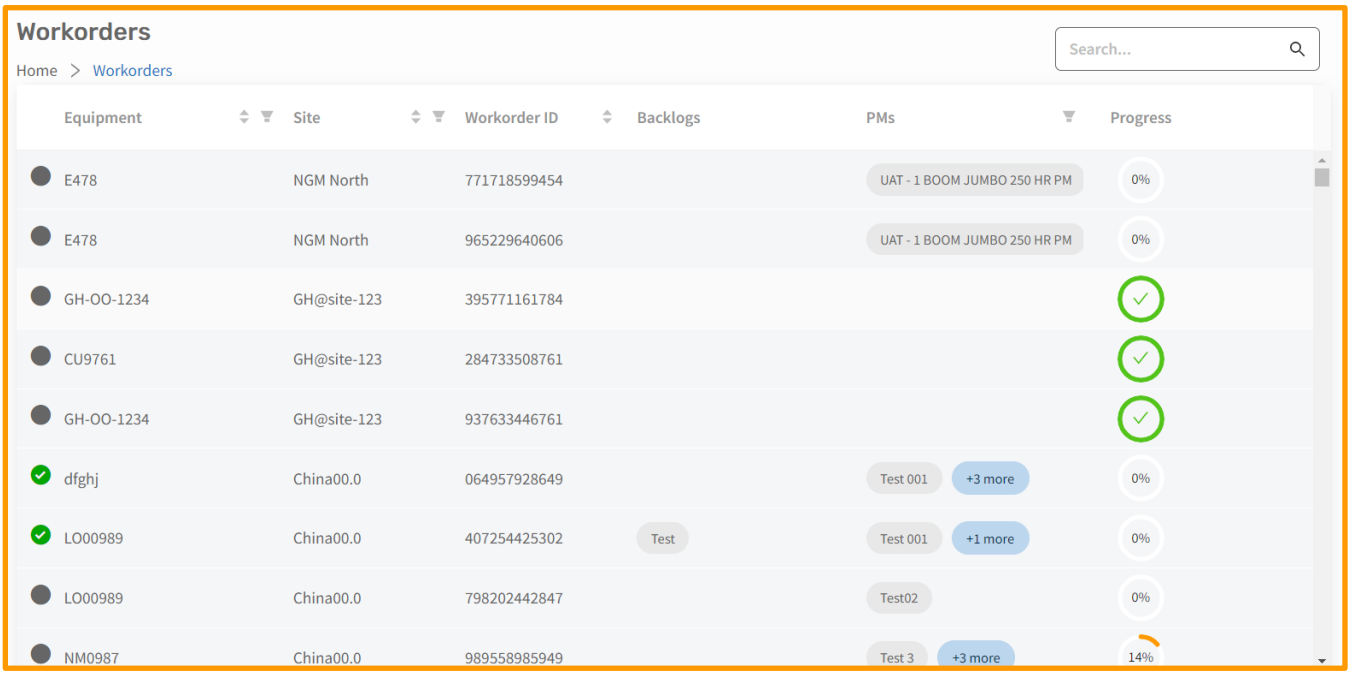
- Displays a comprehensive list of all active workorders.
- Each workorder entry includes:
    - **Equipment:** Specifies the equipment associated with the workorder.
    - **Site:** Indicates the site where the workorder is assigned or where the equipment is located.
    - **Workorder ID:** Unique identifier for each workorder, facilitating easy tracking and reference.
    - **Backlogs:** Lists any pending maintenance backlog items associated with the workorder.
    - **PMs (Preventive Maintenance):** Indicates if any preventive maintenance tasks are included in the workorder.
    - **Progress:** Provides an overview of the current status and progress of the workorder.

Progress Information

- Enables users to monitor the progress of each workorder.
- Tracks milestones, task completions, and overall project advancement.

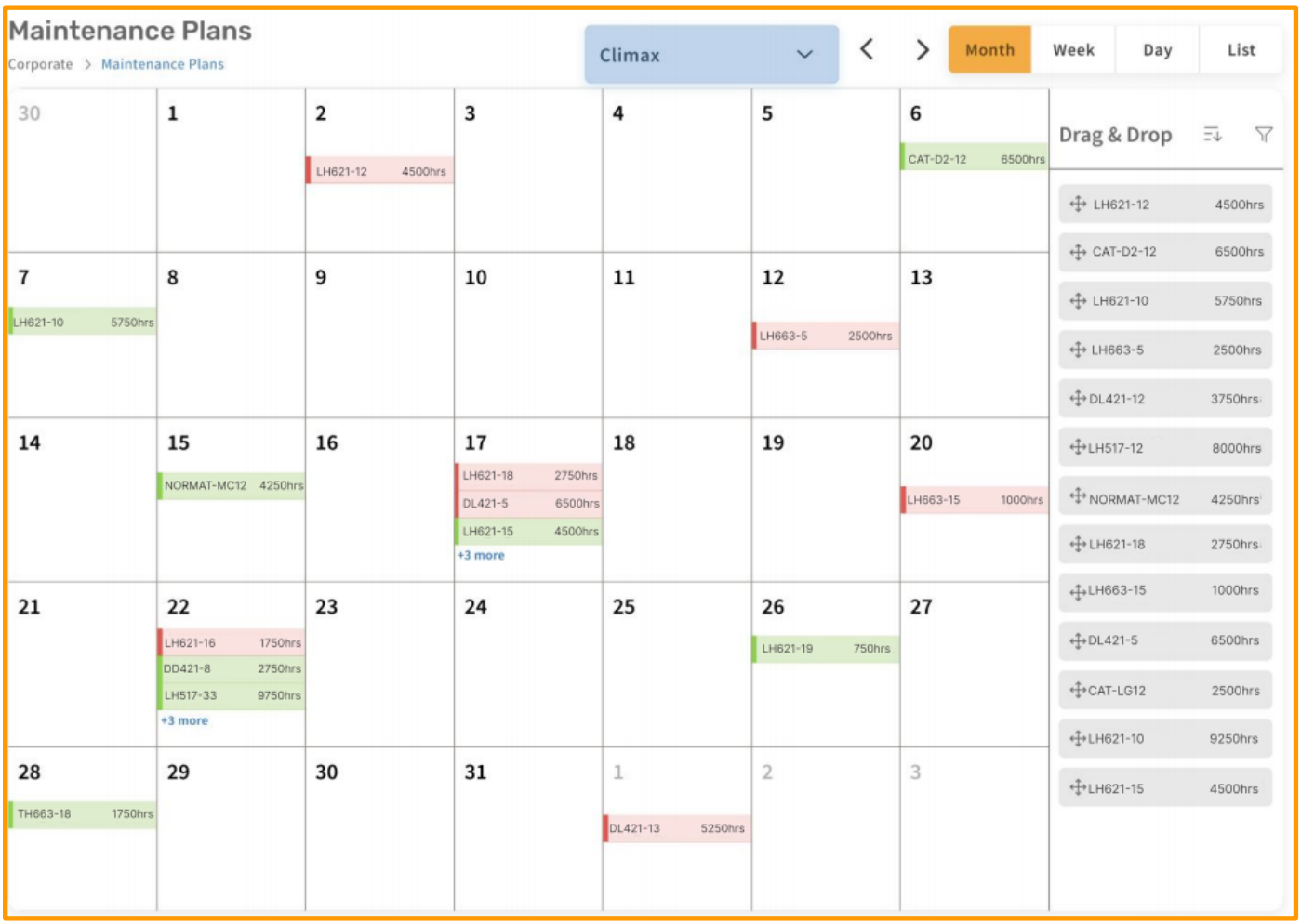
Search Functionality

- **Search Bar:**
    - Allows users to quickly locate specific workorders by entering keywords or criteria.
    - Facilitates efficient navigation and retrieval of workorders based on Equipment, Site, Workorder ID, Backlogs, PMs, and Progress.



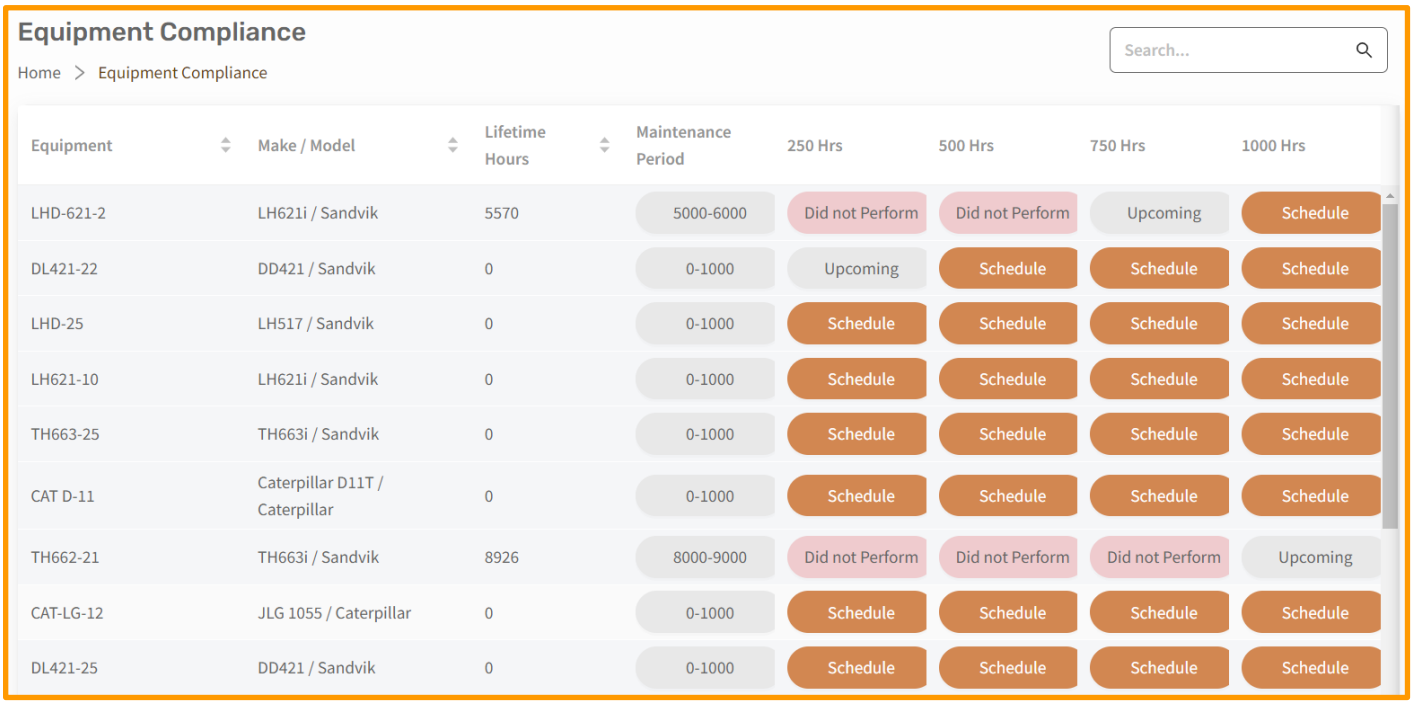
Maintenance Planner

The Maintenance Planner interface in the GHMMS system provides a user-friendly drag-and-drop functionality for planning maintenance activities. Users can easily schedule workorders by dragging and dropping them into the calendar displayed on the screen, facilitating efficient planning and schedule management. On the right side of the screen, all upcoming workorders are listed. Users can manage these workorders by simply dragging and dropping them onto the desired dates in the calendar. Once dropped, the task will be scheduled for the selected date. Additionally, already scheduled tasks can also be managed and adjusted as needed by dragging them to new dates or making other changes as required, ensuring flexible and dynamic schedule management.



Equipment Compliance (Xmas Tree)

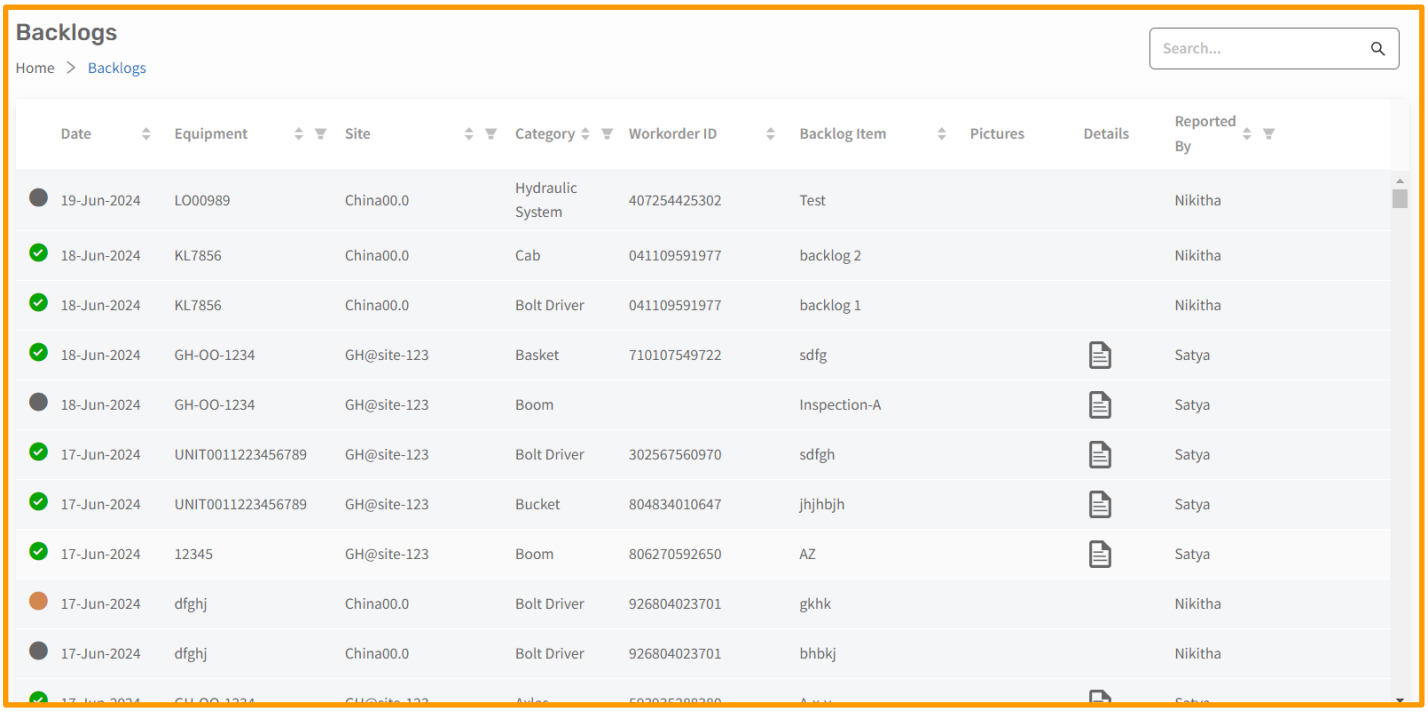
The Maintenance Section Equipment Compliance screen, accessible through the navigation panel as Xmas Tree, allows users to monitor maintenance compliance for equipment effectively. The interface displays essential information including Equipment Make/Model, Lifetime Hours, and Maintenance Periods categorized as 250 Hrs, 500 Hrs, 750 Hrs, and 1000 Hrs. Users can easily track scheduled, upcoming, and completed maintenance activities. By clicking on the "Schedule" option next to any equipment associated with its respective maintenance interval (250, 500, 750, or 1000 hours),



Backlog Section

In the Backlog section of the GHMMS , users can access a detailed list of all pending maintenance tasks and issues that need attention. Each backlog entry contains extensive information to facilitate effective management and resolution:

- **Date:** The date when the backlog was reported.
- **Equipment:** Specifies the equipment associated with the backlog, helping to identify which assets require maintenance or attention.
- **Site:** Provides information about the site to which the equipment belongs.
- **Category:** Classifies the backlog into specific categories (e.g., mechanical, electrical, preventive maintenance) for better organization and prioritization.
- **Work Order ID:** Associates each backlog with a unique work order identification number, facilitating traceability and linkage to broader maintenance activities.
- **Backlog Item:** Describes the specific issue or task that needs to be addressed, providing clarity on the nature of the maintenance requirement.
- **Pictures:** Allows users to upload images related to the backlog, aiding in visual documentation and assessment of the issue.
- **Details:** Provides additional information or context about the backlog, such as symptoms observed or specific conditions affecting the equipment.
- **Reported By:** Indicates the individual or department that reported the backlog, aiding in communication and accountability within the maintenance workflow.



The Backlog section serves as a central hub where users can prioritize, manage, and track all maintenance tasks effectively. It supports proactive maintenance planning by ensuring that pending issues are addressed promptly to maintain equipment reliability and operational efficiency.

User

In the User Interface of the GHMMS system, users can view comprehensive details of all users, including corporate administrators and site teams. The interface displays:

- **Full Name**: Names of all users.
- **Role**: Designation within the system (e.g., corporate admin, site team member).
- **Site Association**: Information about which site(s) each user is associated with.

Users can make changes to user profiles by clicking on the "Edit" option within the interface. Active users are visible on the main screen, while archived users can be accessed by clicking on the "Archive" option, keeping the interface clean and organized.

Adding a New User and Assigning Roles

To add a new user in the GHMMS system, users can click on the "Add User" button within the User section. This action opens a new window where they can fill in the following details under Basic Details:

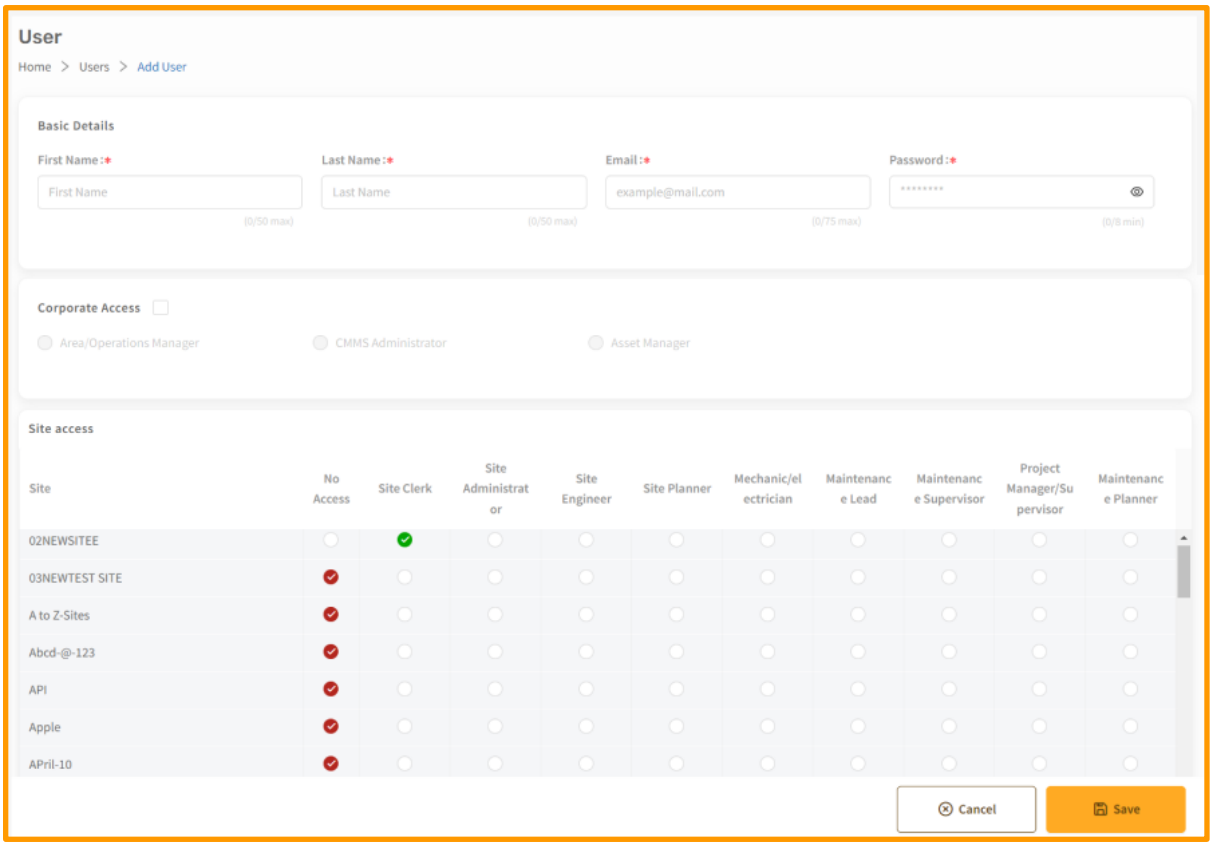
- **First Name**: Enter the user's first name (up to 50 characters).
- **Last Name**: Provide the user's last name (up to 50 characters).
- **Email**: Enter the user's email address (up to 75 characters).
- **Password**: Set a password for the user (minimum 8 characters).

Role Assignment:

Users can assign roles to the new user based on their responsibilities within the system. Available roles include:

- **Corporate Access**: Assign roles such as Area/Operations Manager, CMMS Administrator, or Asset Manager for corporate-level access.
- **Site Access**: Specify the user's access level at specific sites, choosing from options like Site Clerk, Site Administrator, Site Engineer, Site Planner, Mechanic/Electrician, Maintenance Lead, Maintenance Supervisor, Project Manager/Supervisor, or Maintenance Planner.

After entering all required details and selecting appropriate roles and access levels, users can save the changes to add the new user to the GHMMS system.



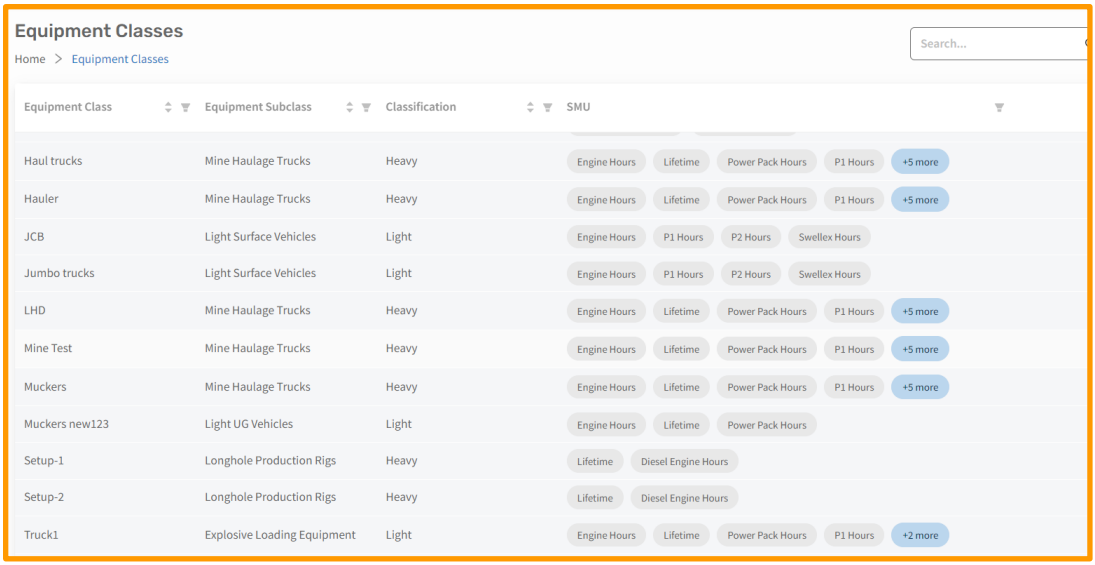
Setup > Equipment Classes

In the Setup Equipment Class interface of the GHMMS system, users can view and manage various details related to equipment classification:

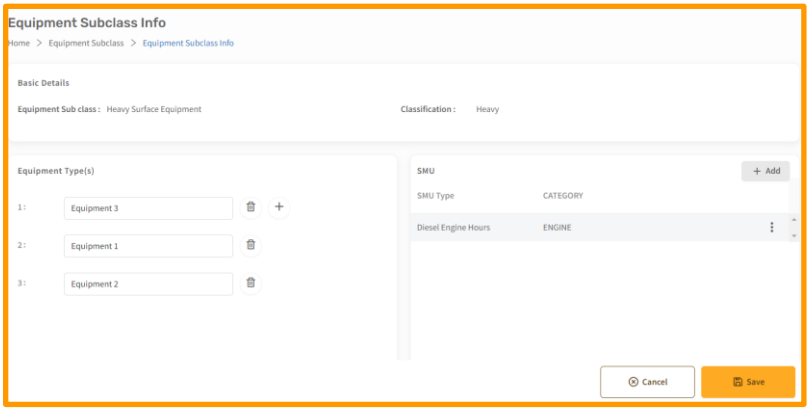
- **Equipment Class**: Displays the primary classification category of equipment.
- **Equipment Subclass**: Provides further categorization under the equipment class.
- **Classification**: Specifies the classification details or criteria used for categorizing equipment.
- **SMU Details**: Includes information on Service Meter Units (SMU) for tracking equipment usage and maintenance intervals.

Editing SMU Details:

Users can click on the SMU section to access a new window where they can edit existing SMU details or add new subclasses for equipment. This functionality allows for customization and refinement of equipment classifications and SMU tracking within the system.



In the Equipment Subclass Information page users have the ability to add and manage equipment types along with their SMU type setup



Setup > Make and Model

In the Setup Make and Model of the GHMMS system, users can view, create, and manage various makes and models of equipment. The interface provides the following details:

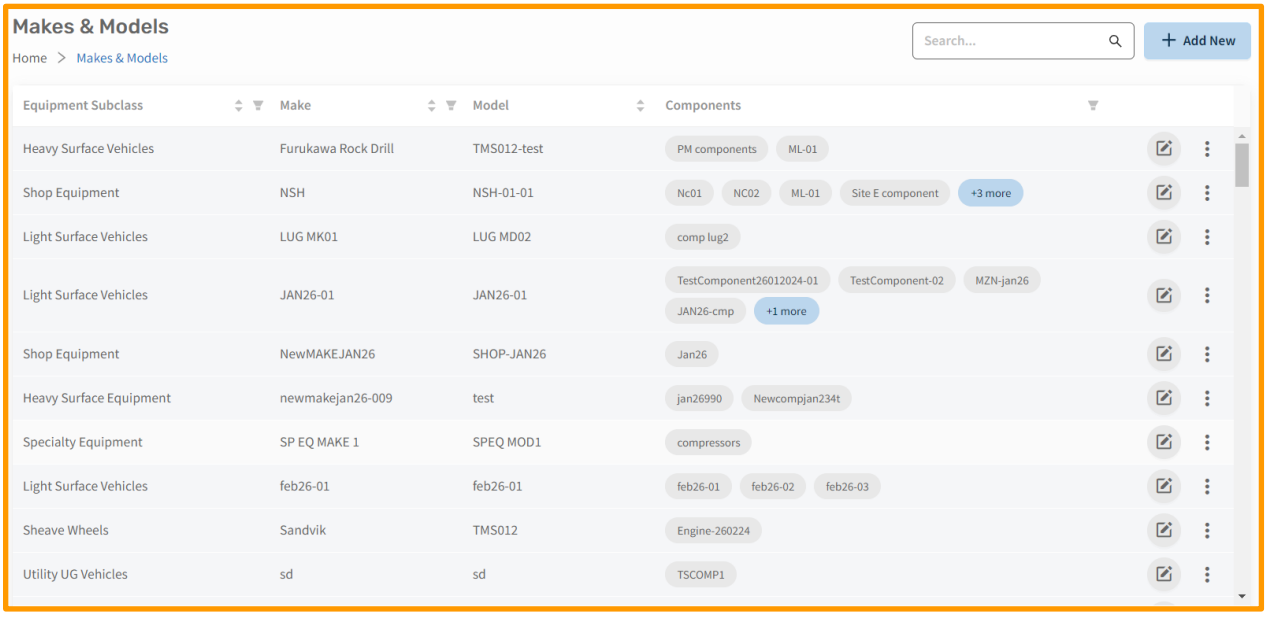
- **Equipment Subclass**: Displays the subclass of equipment to which each make and model belongs, aiding in classification and organization.
- **Make**: Lists the manufacturers or brands associated with each equipment model.
- **Model**: Specifies the specific model names or numbers for each make, providing detailed identification.
- **Components**: Offers information related to components associated with particular makes and models, facilitating maintenance and repair management.

Creating New Make and Model:

Users can add new makes and models by clicking on the "Add" button within the interface. This action opens a form where they can input details such as the equipment subclass, make, model, and related components if applicable.

Editing Existing Make and Model:

For existing makes and models listed in the interface, users can click on the "Edit" button associated with each entry. This allows them to make necessary updates or modifications to the details of the make, model, or associated components.

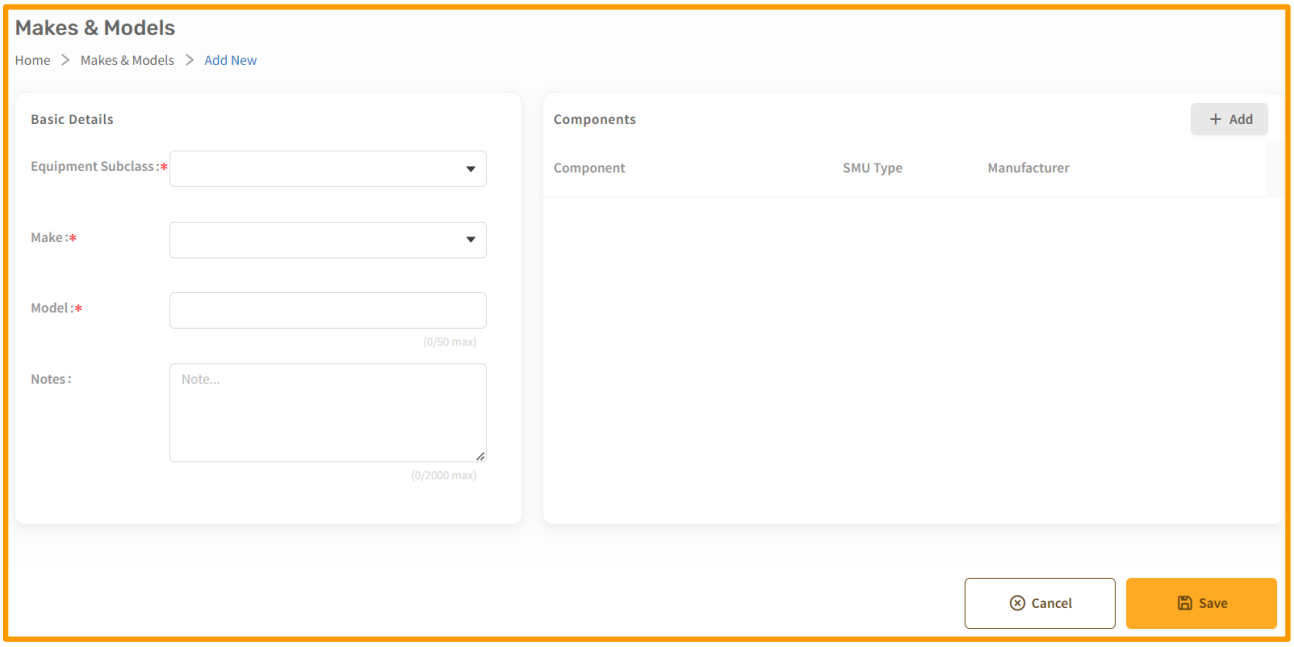


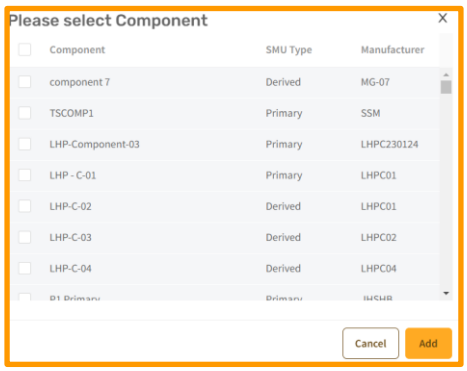
Management and Customization: The Setup Make and Model interface enables efficient management of equipment specifications and customization according to operational requirements. It supports maintenance teams in accurately identifying and maintaining various equipment types within the system.

Creating New Make and Model

Users can add new makes and models by following these steps in the GHMMS system:

1. **Accessing the Interface**: Navigate to the Setup Make and Model section.
2. **Click on "Add" Button**: Locate and click on the "Add" button within the interface.
3. **Fill in Basic Details**:
    - **Equipment Subclass**: Select the appropriate subclass for the equipment.
    - **Make**: Enter the manufacturer or brand name (up to 50 characters).
    - **Model**: Specify the model name or number (up to 50 characters).
    - **Notes**: Optionally, provide additional details or notes about the make and model (up to 2000 characters).
4. **Managing Components**:
    - **Components Section**: If applicable, add components associated with the particular make and model. Users can select from components already available in the setup or add new components if needed.
    - **Component Details**: Input details such as Component Name, SMU Type, and Manufacturer.
5. **Save Changes**: After entering all necessary information, click on the "Save" button to create the new make and model in the system.

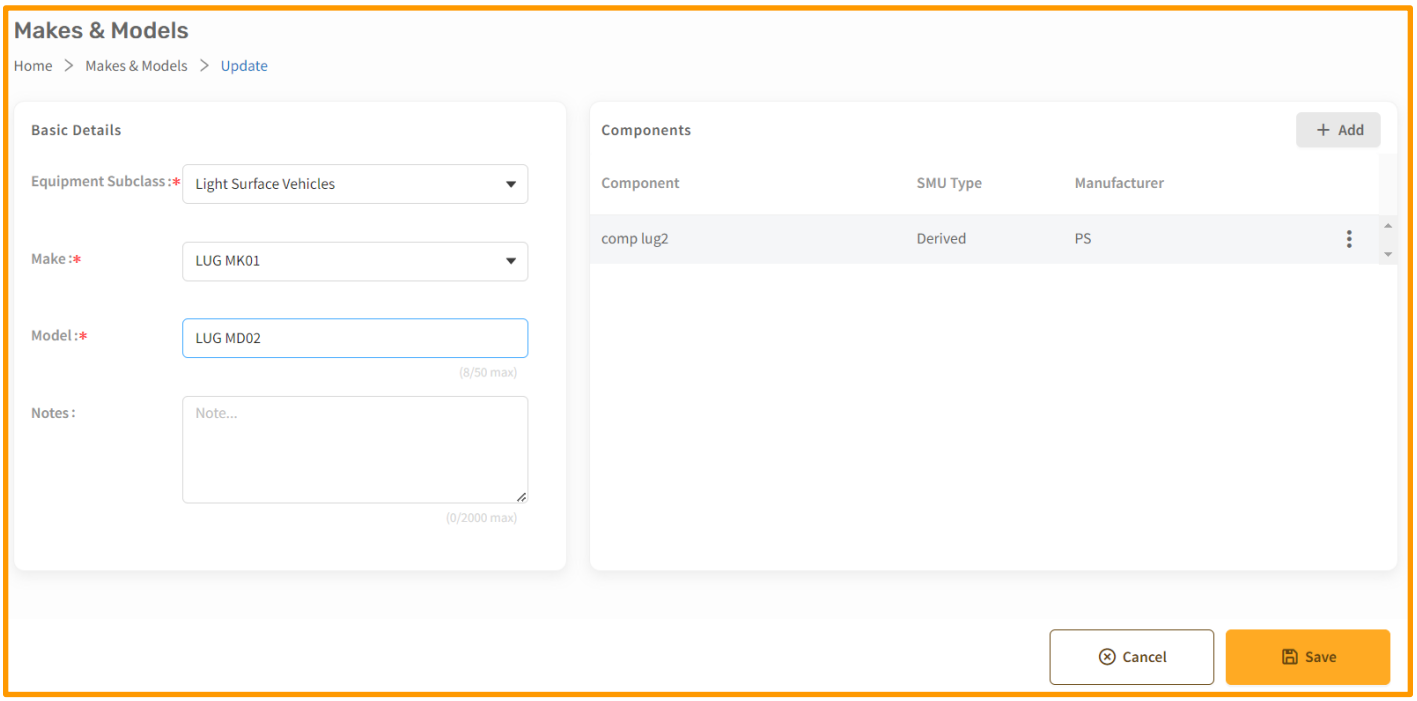




Editing Existing Make and Model

Users can edit existing makes and models by following these steps in the GHMMS system:

1. **Accessing the Interface**: Navigate to the Setup Make and Model section.
2. **Locate the Make and Model**: Find the existing entry you wish to edit from the list displayed.
3. **Click on "Edit" Button**: Next to the specific make and model entry, click on the "Edit" button.
4. **Modify Details**:
    - **Basic Details**: Update details such as Equipment Subclass, Make, Model, and Notes if needed.
    - **Managing Components**: Add new components or remove existing ones as required. Users can modify Component Name, SMU Type, Manufacturer, and other relevant details.
5. **Save Changes**: After making the necessary updates, click on the "Save" button to save the edited details in the system.



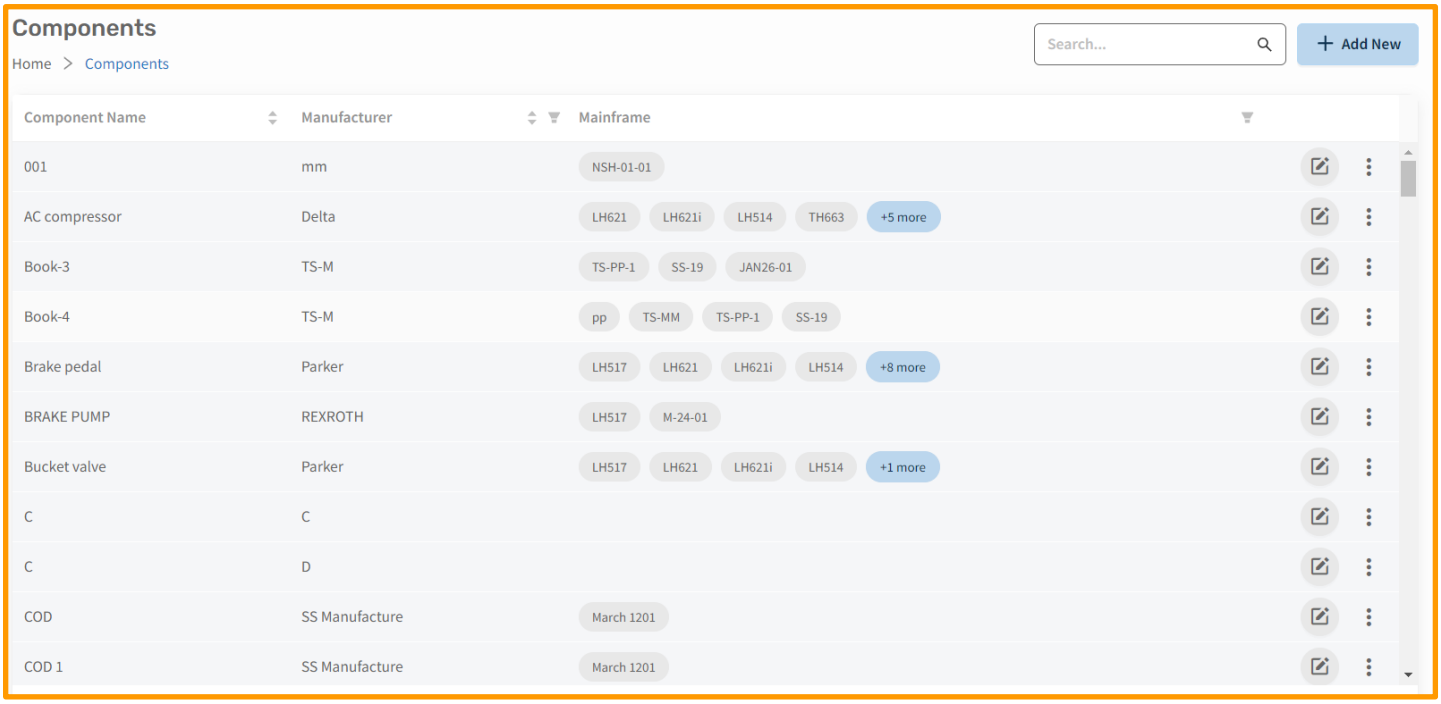
Setup > Component Interface

In the Component interface of the GHMMS system, users can view, manage, and track various components that can be fitted into different equipment mainframes. The interface provides the following functionalities:

- **Viewing Components**: Users can see a comprehensive list of all available components.
- **Editing Components**: By clicking on the "Edit" button associated with each component entry, users can modify the information related to that component. This includes updating details such as Component Name, Configuration, and other relevant information.
- **Adding New Components**: Users can add new components to the system by clicking on the "Add" button within the interface. This action opens a form where users can input details about the new component, including its name, configuration, and any other relevant specifications.
- **Component Configuration**: The interface supports component configuration, allowing users to track components and their lifecycle within the system. This configuration aids in better prediction and management of component replacements and maintenance.

Benefits of Component Tracking:

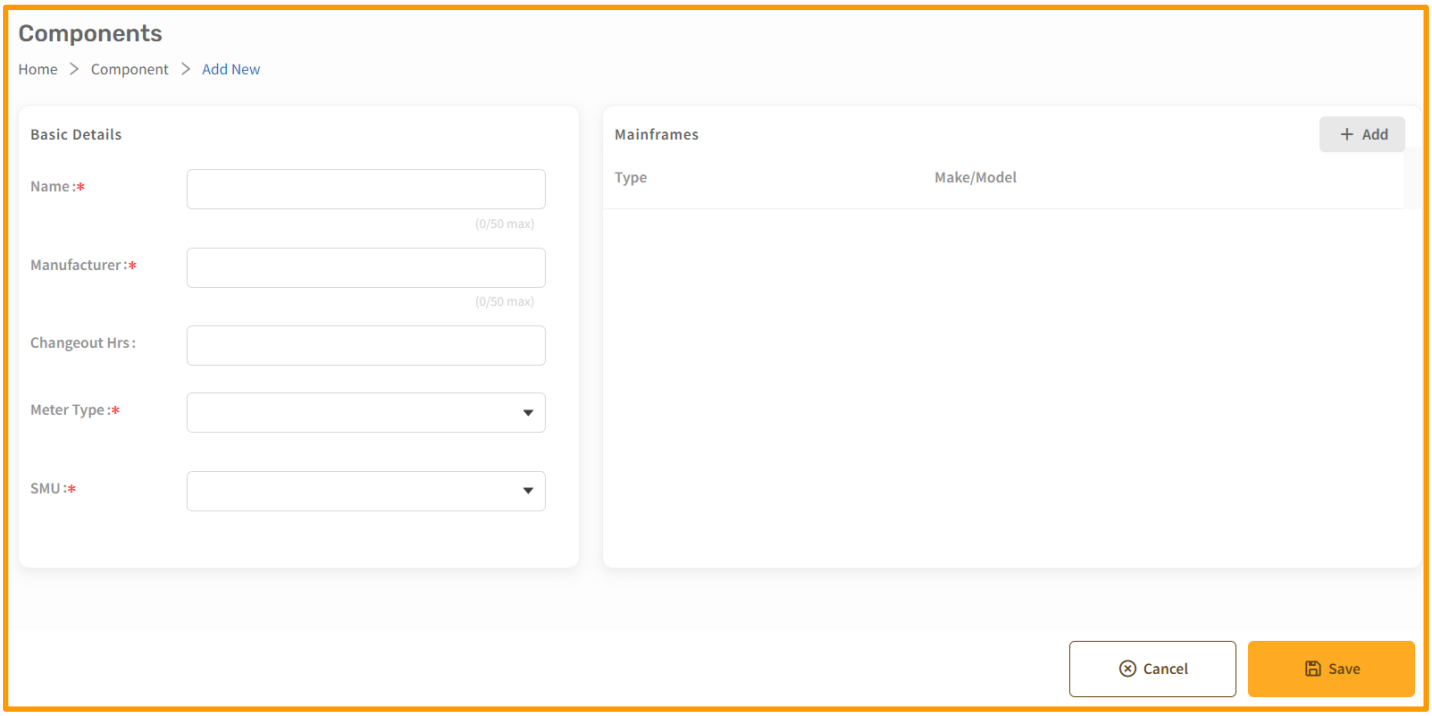
- **Lifecycle Management**: Enables tracking of component usage, performance, and maintenance history.
- **Replacement Planning**: Helps in predicting and planning component replacements based on usage and configuration data.



Adding New Components

Users can add new components to the system by following these steps:

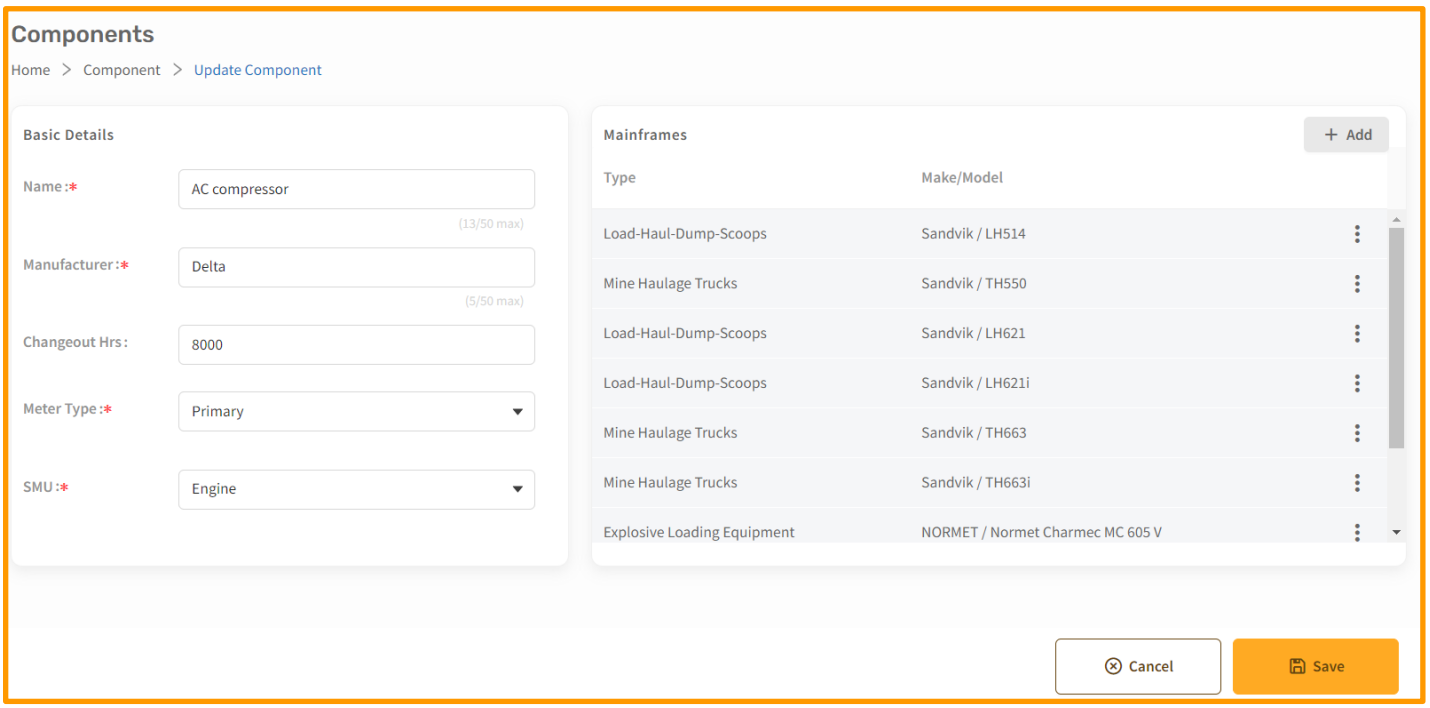
1. **Accessing the Interface**: Navigate to the Component section within the GHMMS system.
2. **Click on "Add" Button**: Locate and click on the "Add" button within the interface.
3. **Fill in Basic Details**:
    - **Name**: Enter the name of the new component (up to 50 characters).
    - **Manufacturer**: Specify the manufacturer or brand of the component (up to 50 characters).
    - **Changeout Hrs**: Input the changeout hours, which indicates the expected lifespan or replacement interval of the component.
    - **Meter Type**: Select the type of meter used for tracking component usage.
    - **SMU (Service Meter Units)**: Enter the Service Meter Units relevant to tracking component usage and maintenance intervals.
4. **Add Mainframes (if applicable)**:
    - **Mainframes**: Users can associate one or multiple mainframes with the new component. If a mainframe is not available in the system, it can be created during this process.
5. **Save Changes**: After entering all necessary information, click on the "Save" button to add the new component to the system



Editing Components

Users can edit existing components by following these steps:

1. **Accessing the Interface**: Navigate to the Component section within the GHMMS system.
2. **Locate the Component**: Find the existing component entry you wish to edit from the list displayed.
3. **Click on "Edit" Button**: Next to the specific component entry, click on the "Edit" button.
4. **Modify Details**:
    - **Component Name**: Update the name of the component (up to 50 characters).
    - **Configuration**: Make changes to the configuration details as necessary.
    - **Mainframes**: Add or remove mainframes associated with the component. Users can manage the list of mainframes by selecting from existing options or adding new ones if required.
5. **Save Changes**: After making the necessary updates, click on the "Save" button to save the edited details in the interface.



Setup >SMU Configuration

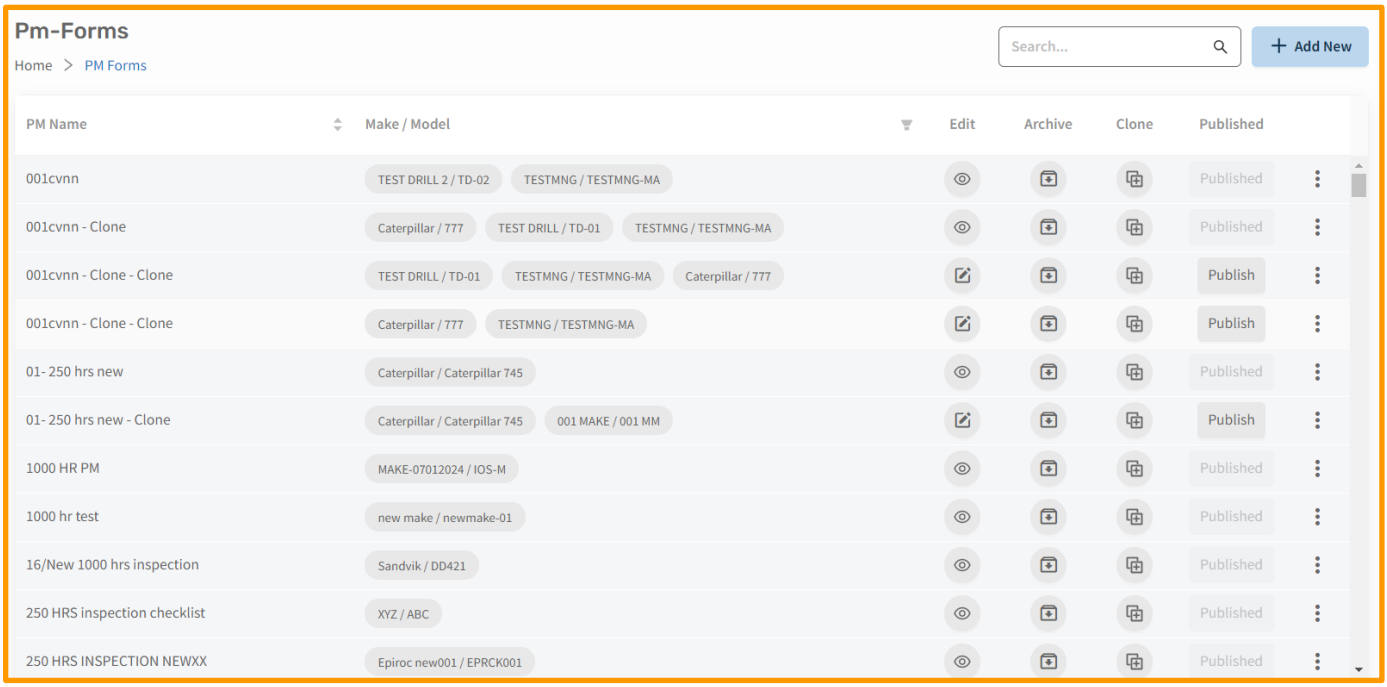
In the SMU (Service Meter Units) Configuration section of the GHMMS system, users can manage and define how service meter units are tracked and utilized for equipment maintenance and monitoring purposes. This section is crucial for accurately measuring and predicting maintenance intervals based on equipment usage. Here's an overview of its functionalities:

- **Tracking Service Hours**: Users can set up configurations to track service hours for different types of equipment or components. This involves specifying parameters such as meter types (e.g., engine hours, operational hours) and intervals (e.g., 250, 500, 1000 hours).
- **Maintenance Planning**: SMU configurations facilitate maintenance planning by providing insights into when specific equipment or components require servicing or replacement based on accumulated service hours.

Setup >PM Form Section

In the Setup PM Form section of the GHMMS system, users can manage preventive maintenance (PM) forms effectively. This section provides functionalities to view, edit, archive, clone, and publish PM forms. Here's an overview of its capabilities:

- **Viewing PM Forms**: Users can see a comprehensive list of all available PM forms. Each form is listed with details such as PM Name and associated Make / Model.
- **Editing PM Forms**: By clicking on the "Edit" button next to each PM form, users can modify the content and details of the form. This includes updating checklists, frequencies, and any other relevant information.
- **Archiving PM Forms**: PM forms that are no longer in use can be archived to declutter the active list. Archiving removes the form from active circulation without deleting it permanently, allowing for historical reference.
- **Cloning PM Forms**: Users can clone existing PM forms to create new templates quickly. This feature simplifies the process of creating similar PM schedules for different equipment or locations.
- **Publishing PM Forms**: Once edited or created, users can publish PM forms to make them available for use in scheduling maintenance tasks across various equipment types or locations.
- **Adding New PM Forms**: To introduce a new PM form, users can click on the "Add" button within the interface. This action opens a form where they can input details such as PM Name, associated Make / Model, and checklist items.

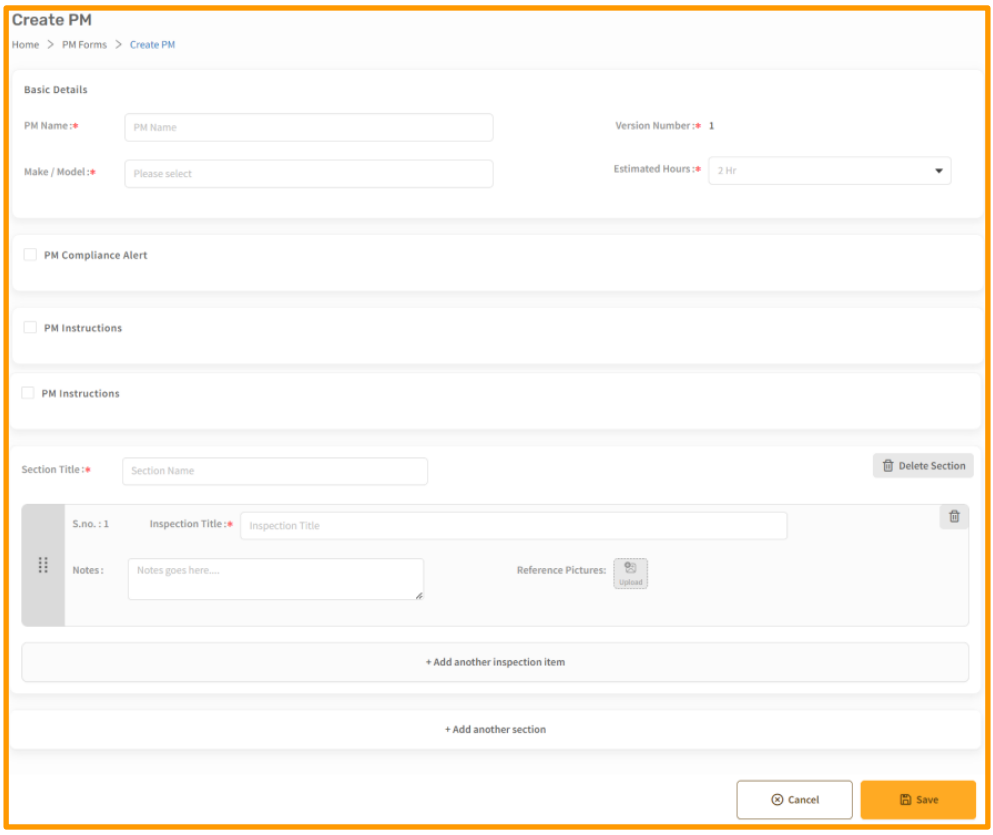


By leveraging these functionalities within the Setup PM Form section, organizations can streamline maintenance processes, ensure compliance with maintenance schedules, and enhance equipment reliability and performance through proactive maintenance management strategies.

Adding a New PM Form

To create a new PM (Preventive Maintenance) form in the GHMMS system, users can follow these steps using the "Add" button:

1. **Accessing the Interface**: Navigate to the Setup PM Form section within the GHMMS system.
2. **Initiating New Form**: Click on the "Add" button to begin creating a new PM form.
3. **Entering Basic Details**:
    - **PM Name**: Provide a descriptive name for the PM form.
    - **Make / Model**: Select the equipment make and model associated with this PM form.
    - **Version Number**: Assign a version number to track changes or updates over time.
    - **Estimated Hours**: Estimate the duration required to complete this PM task.
4. **PM Compliance Alert**: Define any compliance alerts or notifications related to this PM task.
5. **PM Instructions**: **PM Instructions are shown to the technician before performing the inspection. Only once the technician reads and accepts the instructions can they proceed with the inspection. These instructions are designed to be highly customizable, allowing the inclusion of formatted text such as bold, italic, numbered points, or bulleted lists. The interface displays both the instruction title and the detailed, customizable message to ensure clarity and thorough understanding for the technician.
6. **Adding PM Sections**: Users can include multiple PM sections by clicking on the "Add" button within the interface. This allows for comprehensive breakdowns of tasks or inspections needed during preventive maintenance.
7. **Saving the PM Form**: After entering all necessary details and sections, click on the "Save" button to create the new PM form in the system.

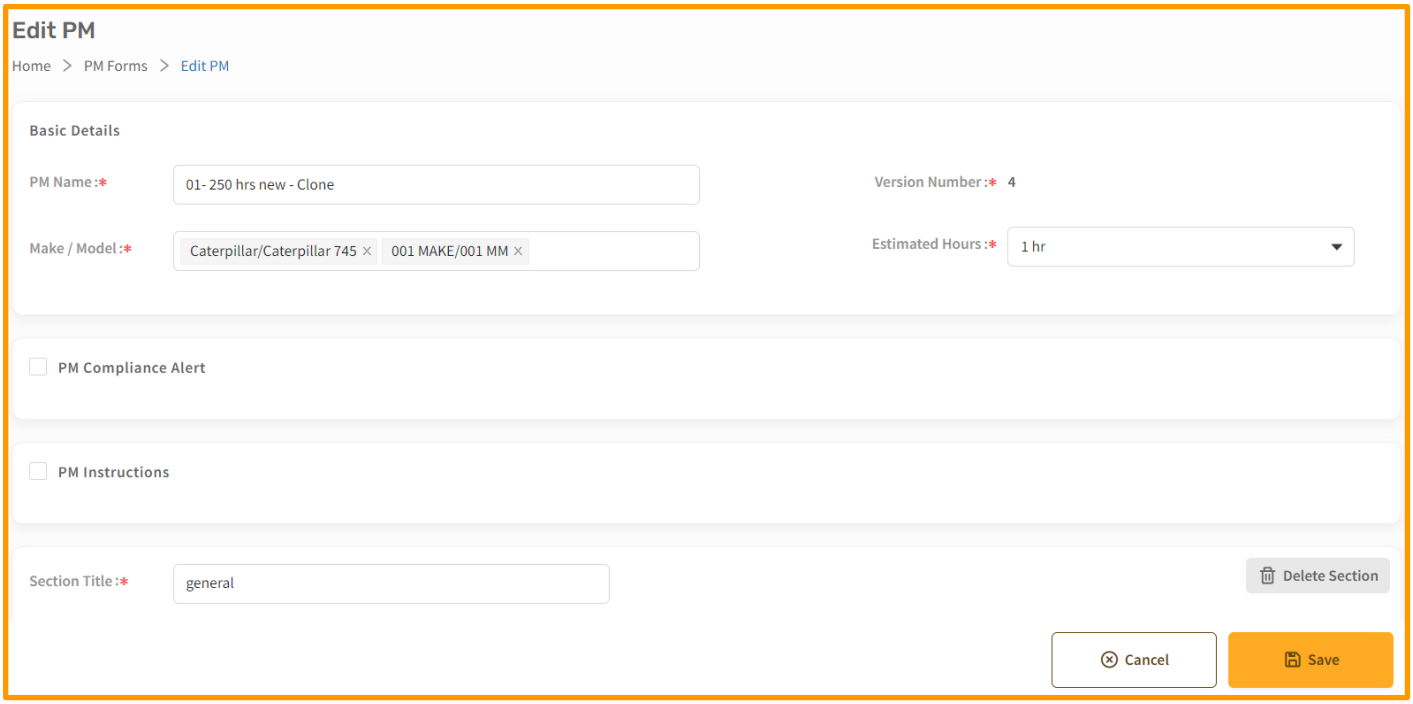


Editing Existing PM Forms

In the GHMMS system's Setup PM Form section, users can easily modify existing PM (Preventive Maintenance) forms by following these steps:

1. **Accessing the Interface**: Navigate to the Setup PM Form section where all PM forms are listed.
2. **Locating the Form**: Find the PM form you wish to edit from the list.
3. **Initiating Edit**: Click on the "Edit" button associated with the PM form you want to modify.
4. **Modifying Details**:
    - **PM Name**: Update the name of the PM form to reflect any changes or updates.
    - **Make / Model**: Adjust the equipment make and model associated with the PM form if necessary.
    - **Version Number**: **Can not be change**
    - **Estimated Hours**: Modify the estimated duration required for completing the PM task.
5. **Adding Sections**: To enhance the PM form, click on the "Add Section" button within the interface. This allows you to include additional sections for more detailed inspection or maintenance instructions.
6. **Saving Changes**: After making all necessary modifications and adding sections, click on the "Save" button to update the PM form with the new details and sections.

****Note:** Editing forms is only applicable for unpublished forms. For published forms, only the make and model can be changed.**

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