

# Quick instruction of CMAXS SPICS(SBS)

1. On the MS-Windows Desktop screen, double-click "CMAXS" folder and "Spare Parts Inventory Control System [SBS]" icon in that folder.



2. "Password Input Dialog" is displayed.  
Enter password and press [Enter] key.

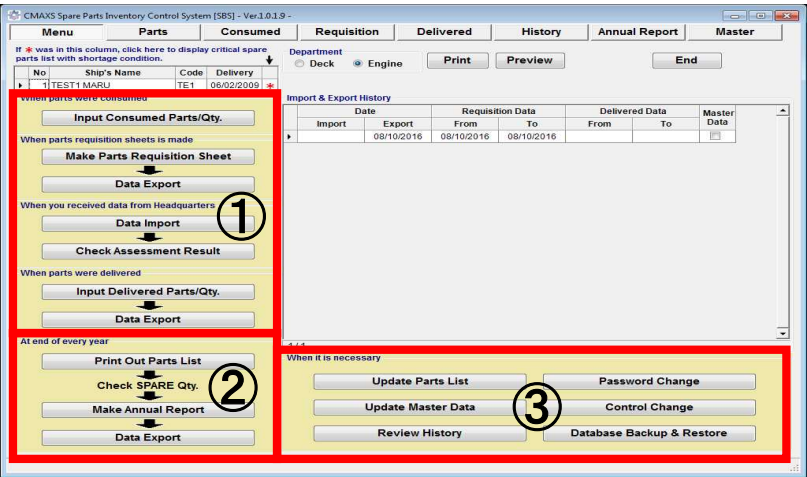


< Default setting >

Password	Name
CAP	Captain
CE	Chief Engineer
CO	Chief Officer
1E	1st Engineer
2O	2nd Officer
2E	2nd Engineer
3O	3rd Officer
3E	3rd Engineer

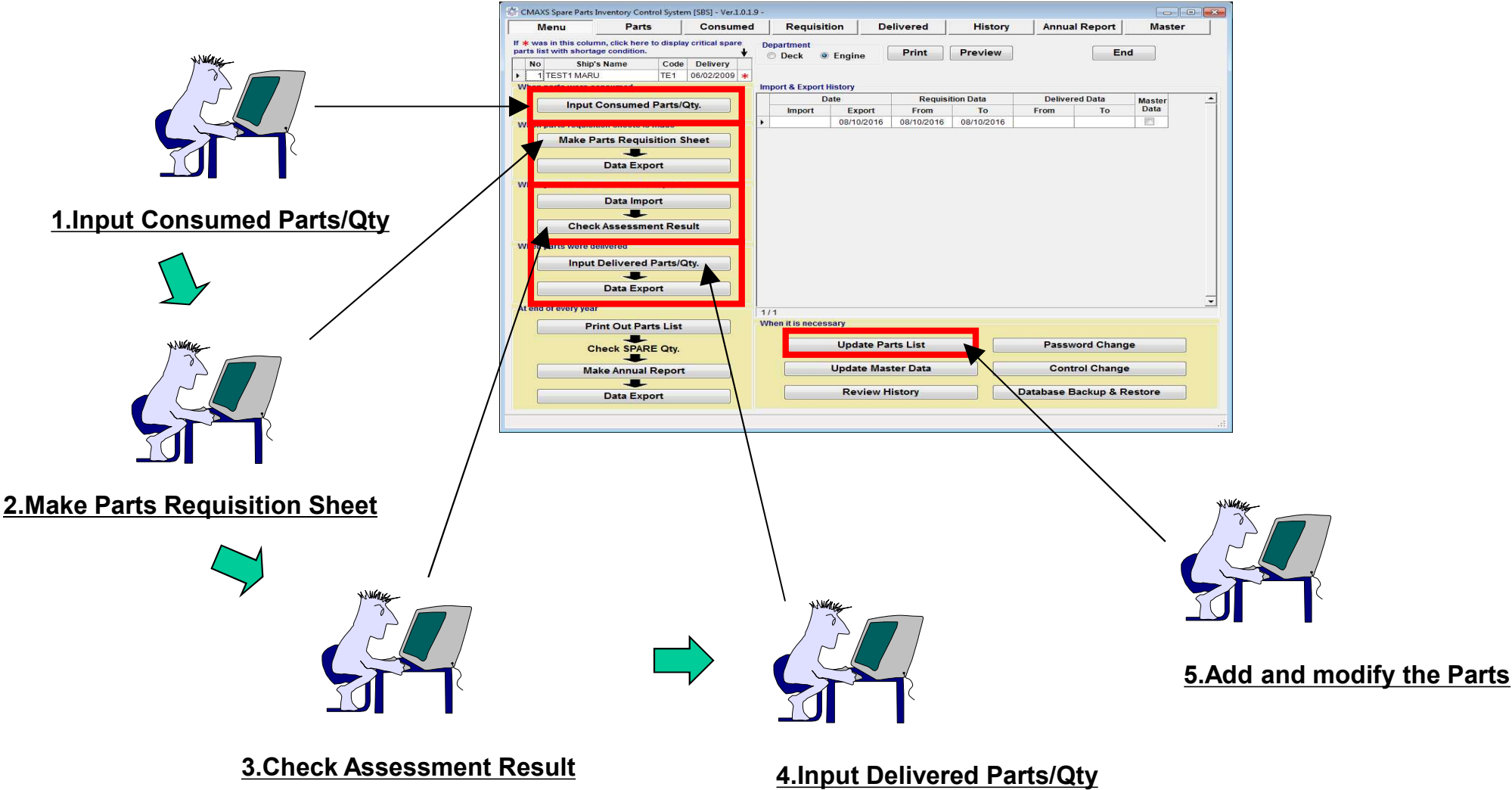
※The "login name" and "authority" is decided by the password.

3. On the "Guidance" window, select [Close].  
4. The operational flow of CMAXS is displayed on the "Menu" screen.



① Routine work	→Chapter I
② Yearly work	→Refer manual
③ When needed	→Refer manual

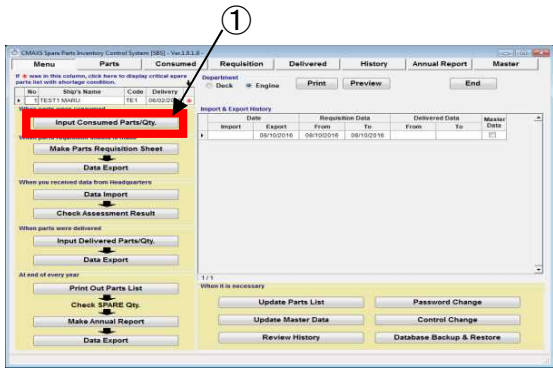
# I . Routine Work Flow



# 1. Input Consumed Parts/Qty

When parts were consumed, please input Consumed Parts/Qty.

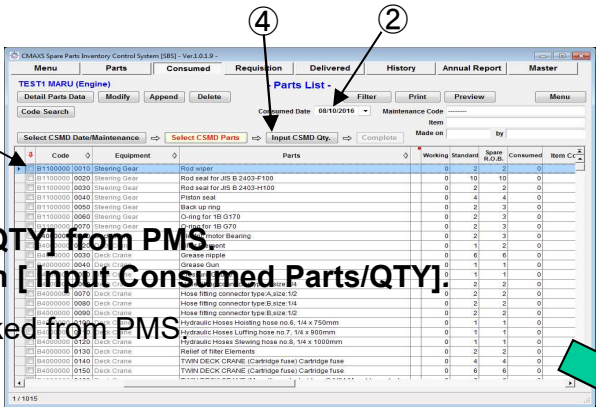
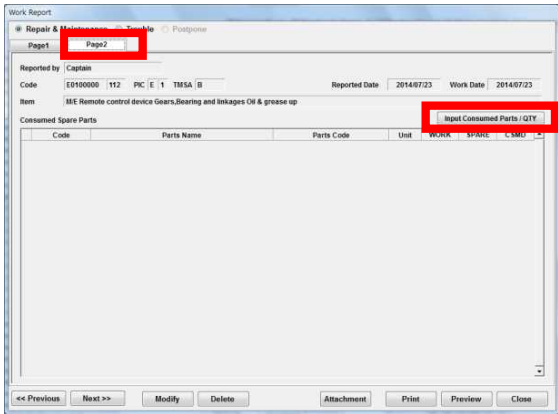
## 1-1. On the “Menu”screen, select [Input Consumed Parts/Qty].



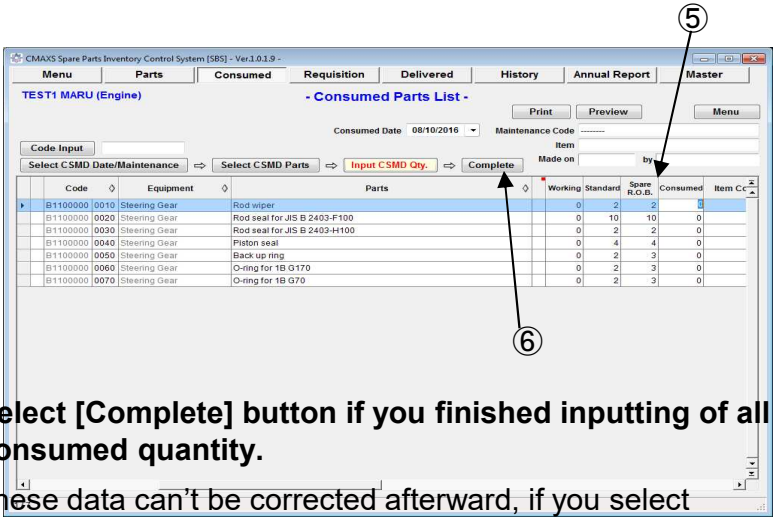
- 2. Set “Consumed Date”.
  - 3. Select check box of consumed parts.  
If you select same item again, selection is cancelled.  
[Code Search] or [Filter] function can be used to find parts.
  - 4. Select [Input Consumed Qty] when you finish selecting of all consumed parts.
- ※ If consumed parts data which has not been completed are existed, “Input Consumed Qty Screen” is displayed.

## 1-2. You can also start [ Input Consumed Parts/QTY] from PMS. Please select Page2 in the work report and push [ Input Consumed Parts/QTY].

※In this case, consumed information can be checked from PMS



## 5. Input [Consumed] for each parts. [Consumed] greater than [Spare R.O.B] can’t be input.



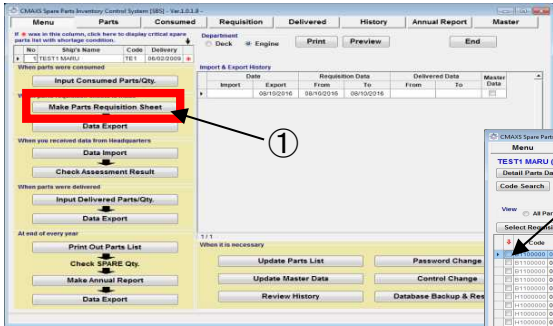
## 6. Select [Complete] button if you finished inputting of all consumed quantity.

※These data can’t be corrected afterward, if you select [Complete] button once.

# 2. Make Parts Requisition Sheet

When you request parts to headquarters, please make Requisition Sheet.

1. On the “Menu”screen, select [Make Parts Requisition Sheet].

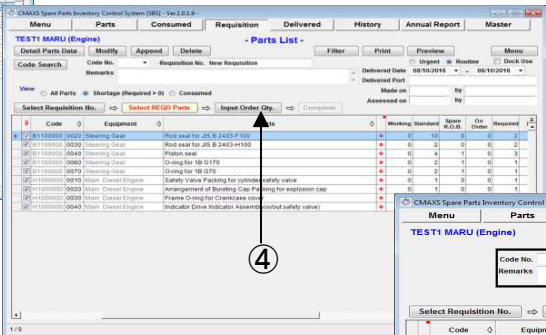
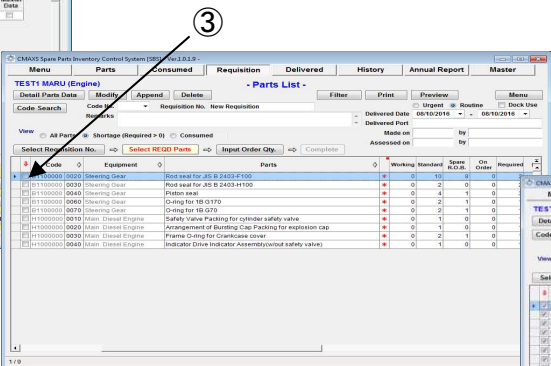


2. All parts of which [Required] is greater than 0 are shown.

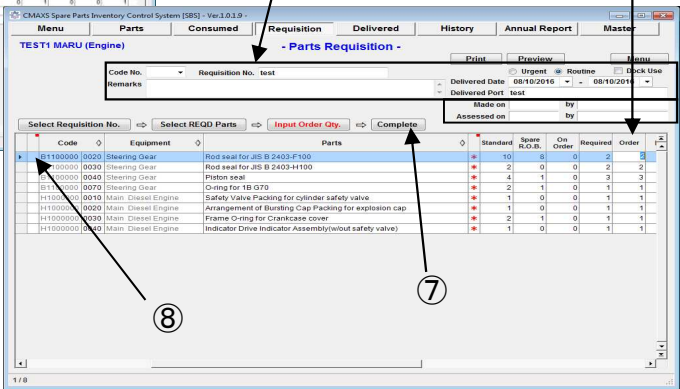
※[Required] is calculated by the following formula.  
Required = Standard – (Spare R.O.B + On Order)

3. Select check box of required parts.

※If you select [All Parts] button, all parts registered in database are displayed. And, you can select check box by same manner.  
※You can find the item easily by “Code Search” and “Filter” function.



4. Select [Input Order Qty] button when you finish selecting all required spare parts.



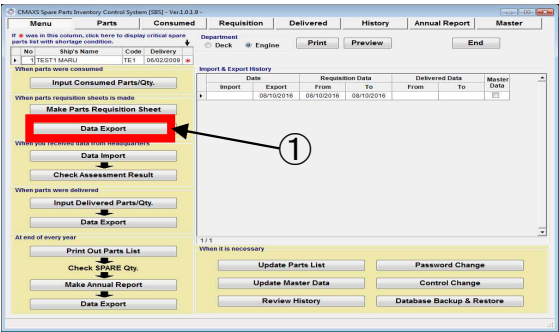
- 5. Input [Order] quantity.
- 6. Input Code No., URGENT, ROUTINE, DOCK USE, Requisition No., Delivered Date, Delivered Port and Remarks. The Requisition No. has to be different one from the number already input.
- 7. Select [Complete] button if you finished inputting of all order quantity[Order].

8. You can add the comments for each parts by clicking the head square of the item.

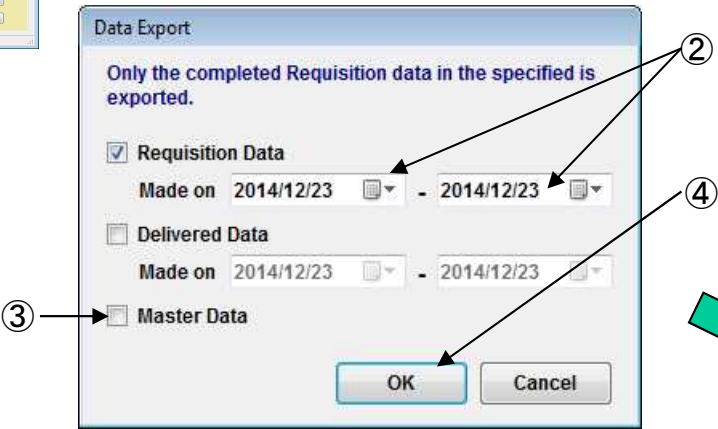
## 2. Make Parts Requisition (How to make export file)

Please export data (Requisition Sheets) and send to headquarters when you require parts.

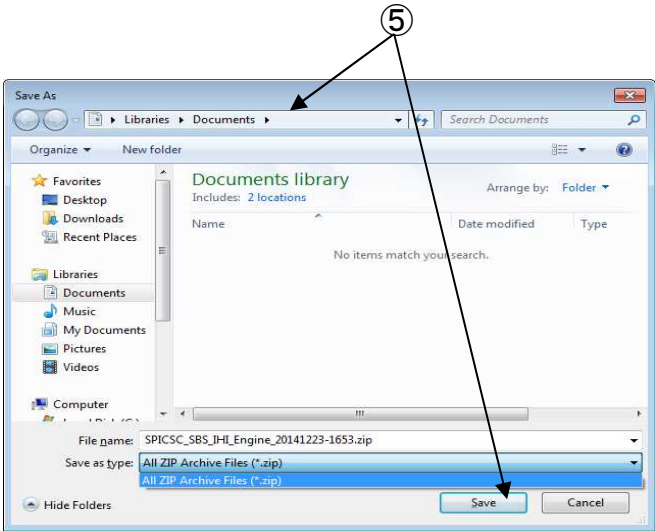
1. On the “Menu” screen, select [Data Export].  
“Export Period Dialog” is displayed.



2. Set export period to contain all the days when new Parts Requisition was made.  
3. If spare parts and/or master data were modified during export period, select “Master Data” button.  
4. Select [OK] button.



5. “Select “save folder”. Then, select [Save] button.  
Select [OK] at completion message dialog.



Please attach the export file to E-mail without change.  
And then send to headquarters.



# 3. Check Assessment Result

When you receive export file (Assessment Result for your Requisition Sheet) from headquarters, please import and check Assessment Result.

1. On the “Menu” screen, select [Data Import].  
“Open” dialog is displayed.

2. Select file for import. Then, select [Open] button.  
3. Select [OK] at completion message dialog.

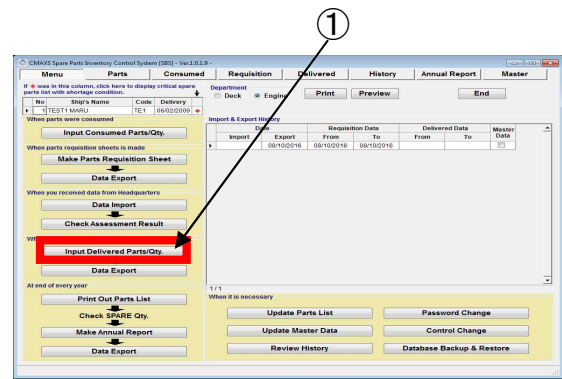
4. On the “Menu Screen”, select [Check Assessment Result].

5. “Parts Requisition (Assessed) Screen” is displayed.  
In this screen, assessed result by Headquarters is shown.

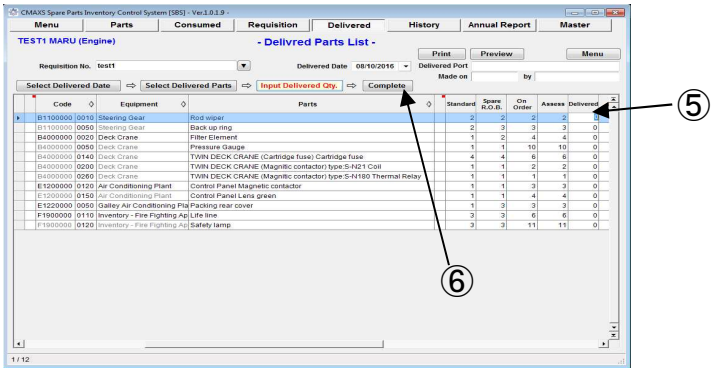
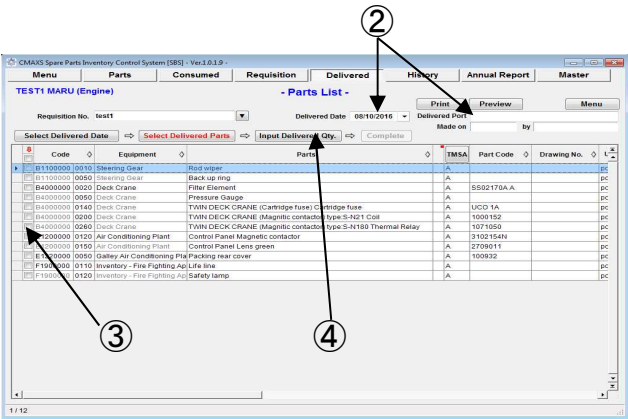
# 4. Input Delivered Parts / Qty

When parts were delivered, please input Delivered Parts/Qty.

1. On the “Menu” screen, select [Input Delivered Parts / Qty].



- 2. Input Delivered Date and Port.
- 3. Select check box of delivered spare parts.  
※If you select same item again, selection is cancelled.
- 4. Select [Input Delivered Qty] button when you finish selecting of all delivered spare parts.



5. Input delivery quantity for each spare parts.

- ※Delivery quantity greater than [On Order] can't be input.
- [Spare R.O.B] is added and [On Order] is reduced by inputting delivery quantity.
- [Required] is calculated at the same time by the following formula.  
$$\text{Required} = \text{Standard} - (\text{Spare R.O.B} + \text{On Order})$$

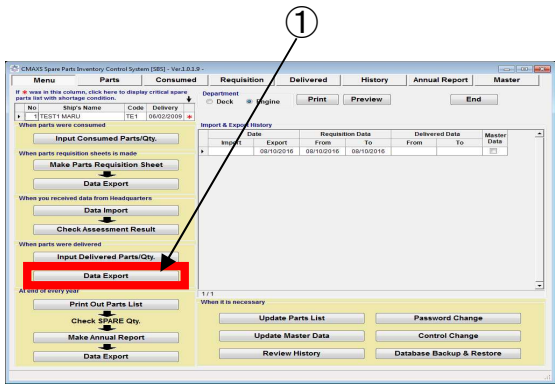
6. Select [Complete] button if you finished inputting of all delivery quantity.

※The persons who has "Administrator" or "Approve" authority are only permitted to select [Complete] button.

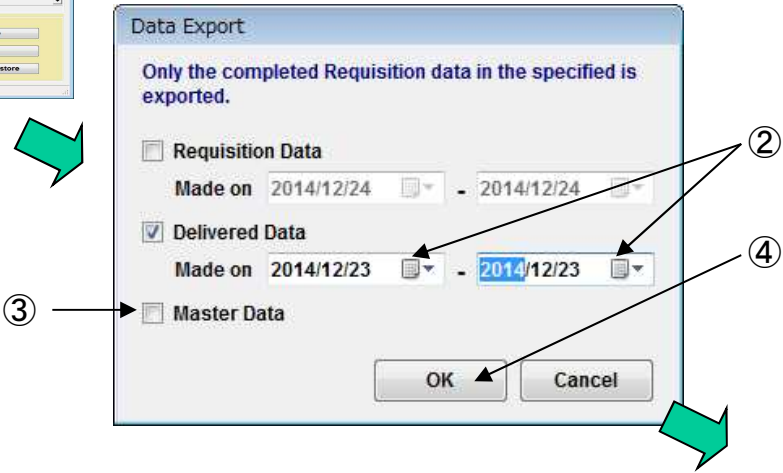
# 4. Input Delivered Parts / Qty (How to export data)

After inputting Delivered Parts/Qty, please export data and send it to your office to report delivered result to them.

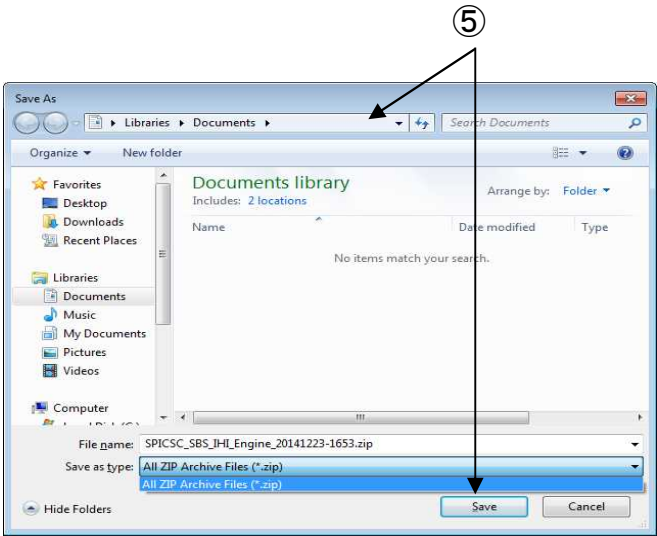
1. On the “Menu” screen, select [Data Export].



- 2. Set export period to contain all the days when delivered parts were input.
- 3. If spare parts and/or Master data were modified during export period, select “Master Data” button.
- 4. Select [OK] button.



- 5. “Save As” is displayed. Select drive and folder for saving export file. Then, select [Save] button.
- 6. Select [OK] at completion message dialog.



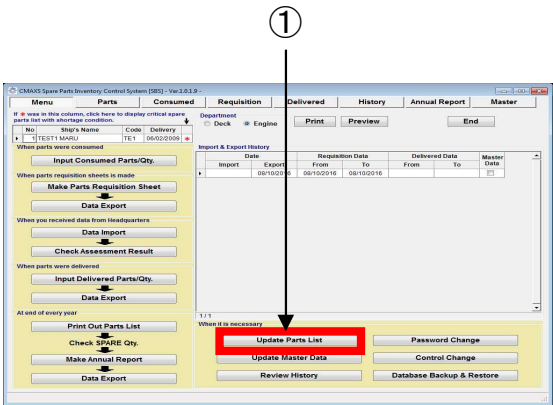
Please attach the export file to E-mail without change. And then send to headquarters.



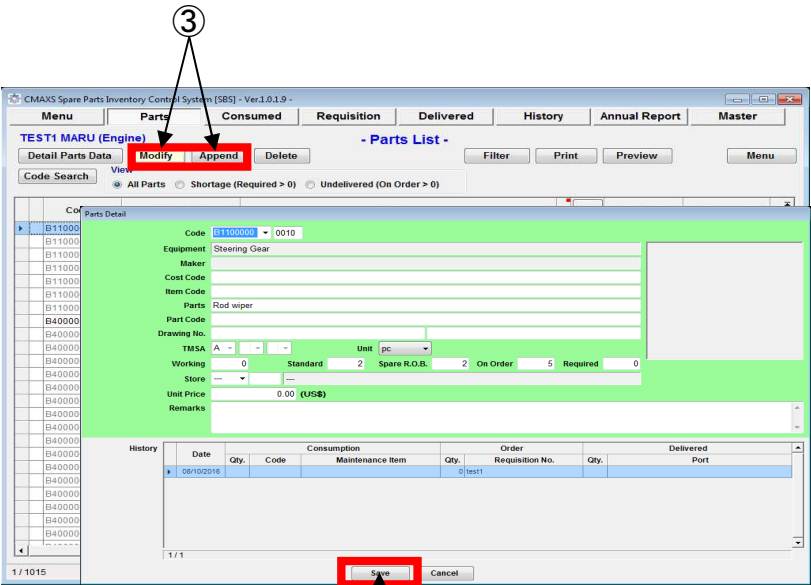
# 5. Update Parts list (How to add or modify parts data)

After inputting Delivered Parts/Qty, please export data and send it to your office with checking “Master Data”.

1. On the “Menu” screen, select [Update Parts List].



- 2. Parts tab is displayed.
- 3. Please select “Append” or “Modify”, you can add or modify the parts. Fill in the blanks. (Some column can only be put at HQS.)
- 4. After that, please “Save”.

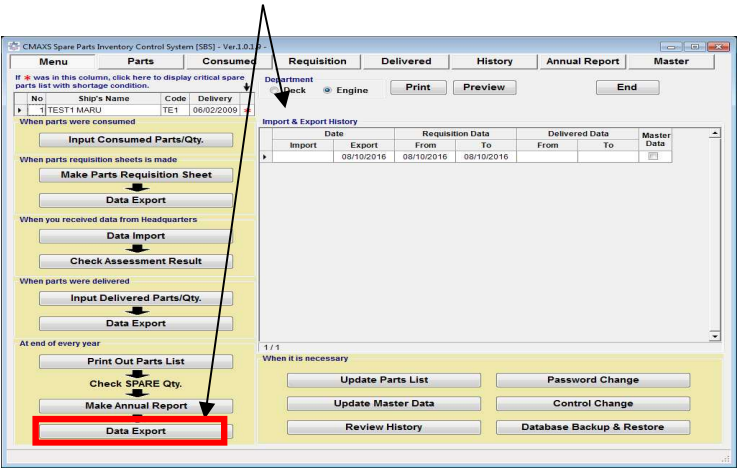


5. Please put check mark on “Master Data” at next export, when you updated parts list

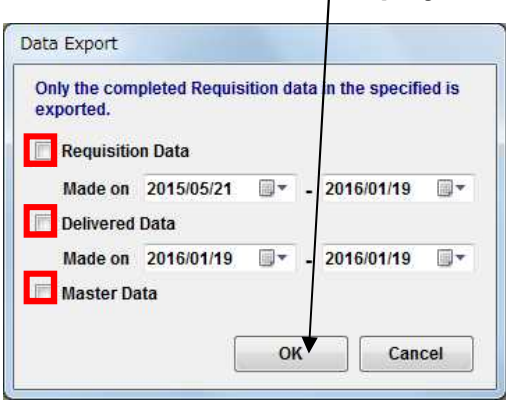
# 6. Data Export

(How to make a export file for headquarters.)

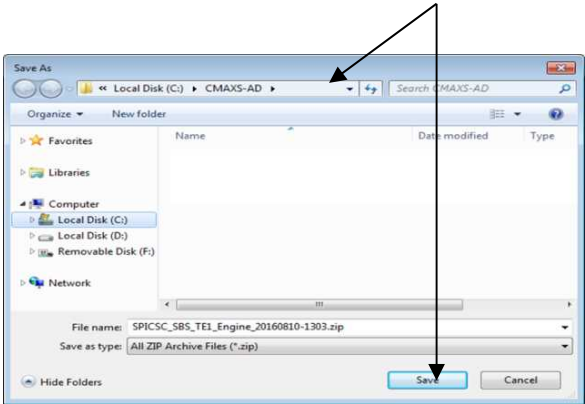
1. Select your department and click [Data Export] button.  
“Data Export“ Diarog is displayed.



2. Put check mark to item you want to export and enter export period ,and then, select [OK] button.  
"Save File Screen" is displayed.



3. Select “save folder”. Then, select [Save] button.  
4. Select [OK] button when completion message dialog is displayed.



Please attach the export file  
to E-mail without change.  
And then send to your office.

※ The export file does not include non-approved reports.  
(Please refer how to approve reports for  
“I. Daily Operational Flow”-”4. Approval of Work Report”)