

DESCRIPTION OF AVAILABLE COMPUTER-OPERATED PROCEDURES

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Maintenance Management Work Order System This system covers work ordering, tracking, and reporting. It also schedules and reports on preventive maintenance, and tracks service and blanket purchase contracts. The system has storeroom management capability and can relate work order parts requirement with storeroom inventory availability. This system runs on a PC using MS-DOS and may be networked and connected to a main-frame computer.

Product Pricing And Budget Development System Pricing of a product is done on-screen based on all elef cost. Two pricings are available simultaneously for comparison of options. An operating budget may be developed based on current sales and sales history. Remaining amounts available in each budget category are computed based on monthly trial balance item entry. Adjustments may be entered to reflect pricing decisions.

Garage Management System This system maintains and reports on the membership listing and performs bookkeeping and billing. Bills are computed and printed automatically, and printed reports are available.

Bus Routes And Stop Zones Management System Bus routes are created or revised on screen, with automatic generation of work orders to update the signs at stops. Stops are created as required. Section 15 reports and time schedules are produced for routes. Printed backlog reports are available for pending stop zone maintenance and update, and history reports are available for completed maintenance work and prior route structures. The current status and content of routes and stop zones are available on screen or in printed form. Route structures indicate crossings with other routes.

Work Force Budgeting System This procedure determines the number of people required to maintain or operate each equipment or facilities item (the "Zero-Based Budget"). Budgets are created at three levels: current work force assignment, assignment level required to preserve current operations, and what work force would be needed to restore the item. The budgets provide controls for actual hours used or may aid in determining and planning work force staffing and outside contracting. They also provide important cost trade-off information when considering new products or operating methods.

Machine Operation Evaluation System Data collected by machine operators on a simple format and entered into this program are computed and formatted into a clear picture of equipment utilization. These results are used by management for a variety of purposes which include cost allocation, product pricing, equipment replacement, as well as locating operating problems and their causes.

Consulting Firm Time & Expense And Billing System Time & expense reports from consultants are entered directly into system screens. All computations are checked and invoices are computed and printed for each project.

Activity Sampling System Sampling is performed by entering data directly into a hand-held computer rather than recording it on a clipboard. Data processing is more rapid and a greater level of detail is available than in hand-operated procedures.

Paramed Office Management System Cases are entered into the system which finds required tests and their fees automatically and enters them into the case. Open or closed cases may be found according to: case number, applicant name, date of opening, or the insurance company name, number, agency or agent. Payments on closed cases are entered and reports developed on case payment fulfillment and receivables. Schedules for case exams are developed and may be printed. Master name, address and data files are searchable as reference data.