FACILITIES MANAGEMENT
610 Equipment

U613: Creating Bills of Material
EXAMPLES NEEDED FOR TRAINING

Slide 5: Go through the process of setting up a BOM for “Generator Oil Change”. Query up parts like: engine oil, filter, funnel, and attach them to the BOM. Then attach XXX-GENXXX equipment numbers to the newly created BOM, be sure to show how to query for the equipment numbers by pressing the F9 (LOV) key while the cursor is in the Equipment Number field.

Slide 9: Delete and add equipment numbers, delete and add part numbers, and finally delete the BOM. Be sure to stress the importance checking first to see if your BOM is being used by another District before deleting it.
U613 CREATING BILLS OF MATERIAL

SUBJECTS COVERED IN THIS UNIT:

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INTRODUCTION

- Bills of Material are created....
  - To make locating and ordering parts easier
  - To group parts together that are needed to perform a particular task
  - And can be attached to an unlimited number of equipment numbers in COMPASS
  - Using only COMPASS part numbers
CREATING BILLS OF MATERIAL

1. Access the Bills of Material form from the Navigator screen
2. First create the BOM file by entering the BOM brief description, starting with the District abbreviation (HS, NW, EB, SP)
3. Click the BOM Parts button
4. Enter the Part Number(s) if you know them, enter your Site, and the Quantity that would normally be ordered for the task.

5. If the part number(s) are not known, click the Part Search button to query for the parts.

6. Click the checkbox next to the parts you want to include on the BOM and click the OK button.
7. Click the **Save/Commit** icon \(\text{\includegraphics[width=1cm]{saveicios.png}}\) to save the BOM file

8. Close the **Parts** form and you will be returned to the **Bills of Material** form. The BOM file No. will appear at this point.
9. Now attach the BOM file to your equipment numbers by clicking the **Equipment** button from the **Bills of Material** form.

10. Enter all equipment numbers you wish to attach to the newly created BOM.

11. Click **Save/Commit** icon to save equipment list.
MODIFYING BILLS OF MATERIAL

- Remove equipment from the BOM file by highlighting the equipment number and clicking the **Delete** icon.

- BOM files and parts numbers can be deleted in the same manner from their respective screens.

- Be sure to click the **Save/Commit** icon after every change that you make to a BOM file.

Be careful not to delete another District’s BOM file or a BOM that is assigned to another District’s equipment.
The End!!!

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