Table of Contents

Chapter 1 Introduction	
Standard Agenda	
Course Objectives	
TME Overview	
Terms Used in TME	17
Before Starting TME	
Starting TME	
Common Tasks	
Chapter 2 Driver's Seat	43
Driver's Seat	
Dashboard Controls	
Messages	
Reports	
Chapter 3 Contacts and Documents	67
Contacts	
Companies	
Contacts	
Departments	
Access, Email and Certification Groups	
Documents	
Adding a Cabinet, Drawer and Folder	
Adding Documents	
Chapter 4 Asset Management	81
Adding an Asset	86
Viewing Locale of Asset on Google Map	
Editing an Asset	
Collecting Data	
Additional Links/Tab for Asset Detail Screen	
Copying an Asset	
Reservation Approval	
Asset Reconciliation	
Actions	
Chapter 5 Inventory	117
Items	
Additional Links for Item Detail Screen	
Copying an Inventory Item	144



Quantities	145
Receiving	146
Container Definitions	
Containers	
Bill of Materials (BOM)	
Actions	
Chapter 6 Check In/Out	175
•	
Checking Out an Asset or Serialized Inventory Item.	
Checking In an Asset or Serialized Inventory Item How to View Transaction Receipts	
Transactions	
Chapter 7 Work Tracking	189
How to Set Up a Work Order Template	
Work Orders	
Processing a Work Order	203
Scheduled Work	
Real Time Status	
Work Tracking Calendar	
Projects	
Operations	
Processes	
Chapter 8 Purchasing	253
Requisitions	
Purchase Orders	
Chapter 9 SPC and Production	265
SPC Data Collection	
SPC Formula	
SPC Chart	
Data Analysis	
SPC Data Collection Charts	
Production	
Production Configuration	
Data Collection	
Chapter 10 Reports	283
How to View a Report	
How to Create/Edit a Report	
Report Detail Links	
Subscriptions	
Copy Report	
View SQL or RDL	



Chapter 11 Settings	299
Users	
Departments	
Groups	
Rate Codes	
Locales	
Print	
Variable Groups	
Copying a Variable Group/Variable	
How to View a Variable Group/Variable	
How to Associate Attributes to Objects	
Data Collection	
How to Associate Data Collections to Objects	
Run Rule Violations Setup	
Permission to Collect Data	
Notifications	
Tools/Options	
Appendices	395
Appendix 1: Site Map	
Appendix 2: Using a Variable Date Filter	
Appendix 3: Setting Up Notifications Throughout TME	
Appendix 4: SPC Calculations	
Appendix 5: SEMI E10-0304E Specification for Definition and Measurement of	
Equipment Reliability, Availability, and Maintainability (RAM)	443
Appendix 6: OCAP: Out of Control Action Plan	
Annandiy 7: Parmissions	170





