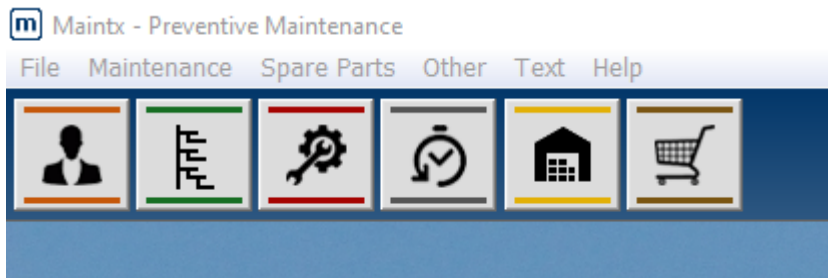**maintx**

Maintx Maintenance Management System

New Tasks

- Finishing And Closing task(s)

- Viewing Maintenance History

  According To Equipment (Tree)

Entering a new task

It is possible to start a new task and process it at four different places in the system. For now we will look at how to use "Workbook" to insert a new task and do the necessary processing. Finally we will show how to close the task. We open up "**Workbook**" go to "**Maintenance**" and select "**Tasks**" or we can

select the button [button icon] , this will open the "**Workbook**" for us.

Most likely for you there will be one workbook available but here we have six.

Here you will see all the tasks available for your default workbook.
The system will automatically start "fixed" tasks but you will add "malfunction", "modification" and "damage" tasks as needed.
Here you can see "All tasks", "Active tasks", "Inactive tasks" (Here you wait for the system to re-activate them), "Priority tasks" and "Overdue tasks" (Tasks that have exceeded the estimated time it was supposed to take).

When we start a new task we click [+ button]

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Then we will get a choice window where the correct equipment is selected.
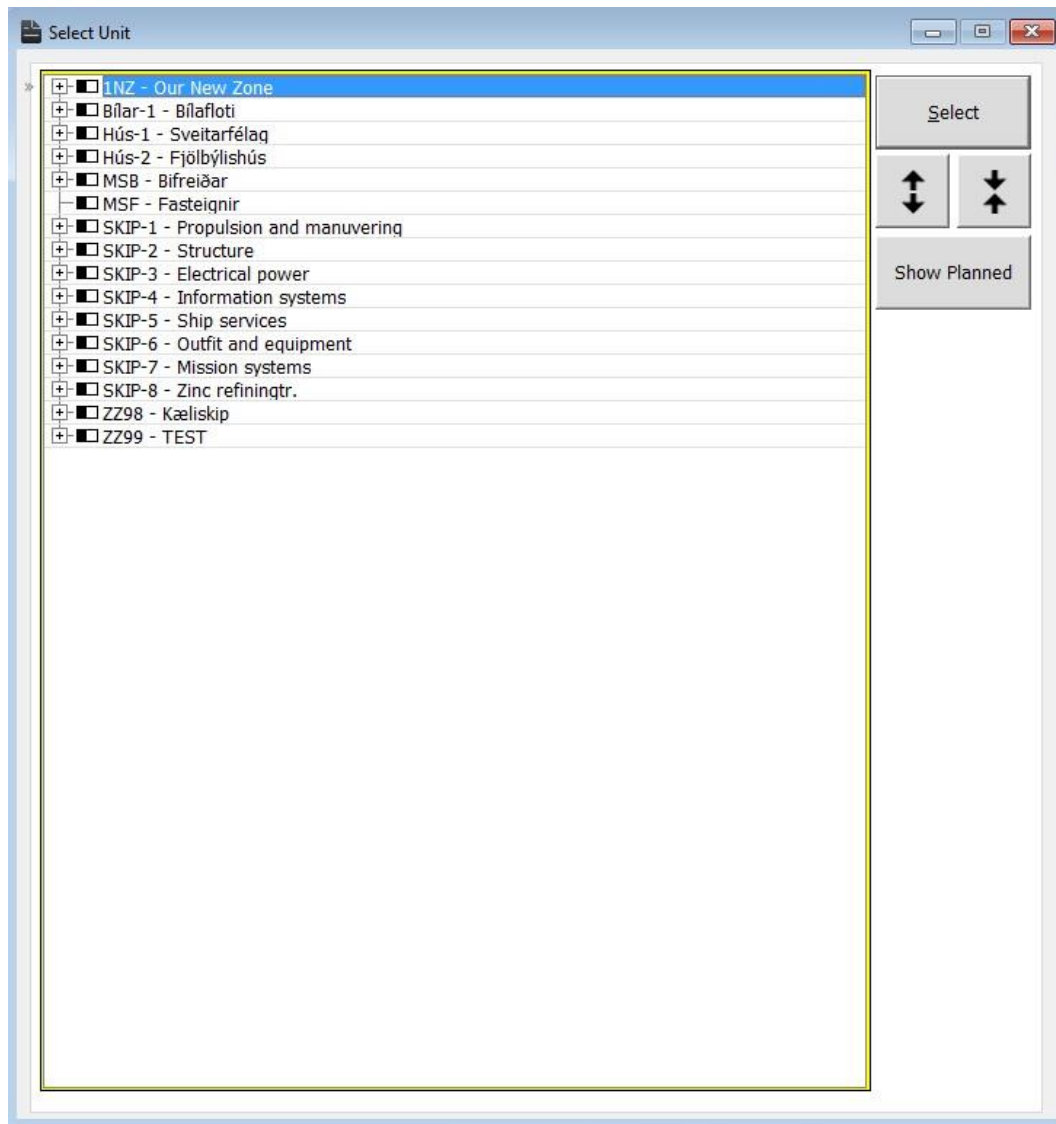
We select + for the zone we are processing, then the departments appear. We now choose + within the corresponding department and the associated equipment appear, if we choose + for a piece of equipment we get the equipment parts for that equipment.
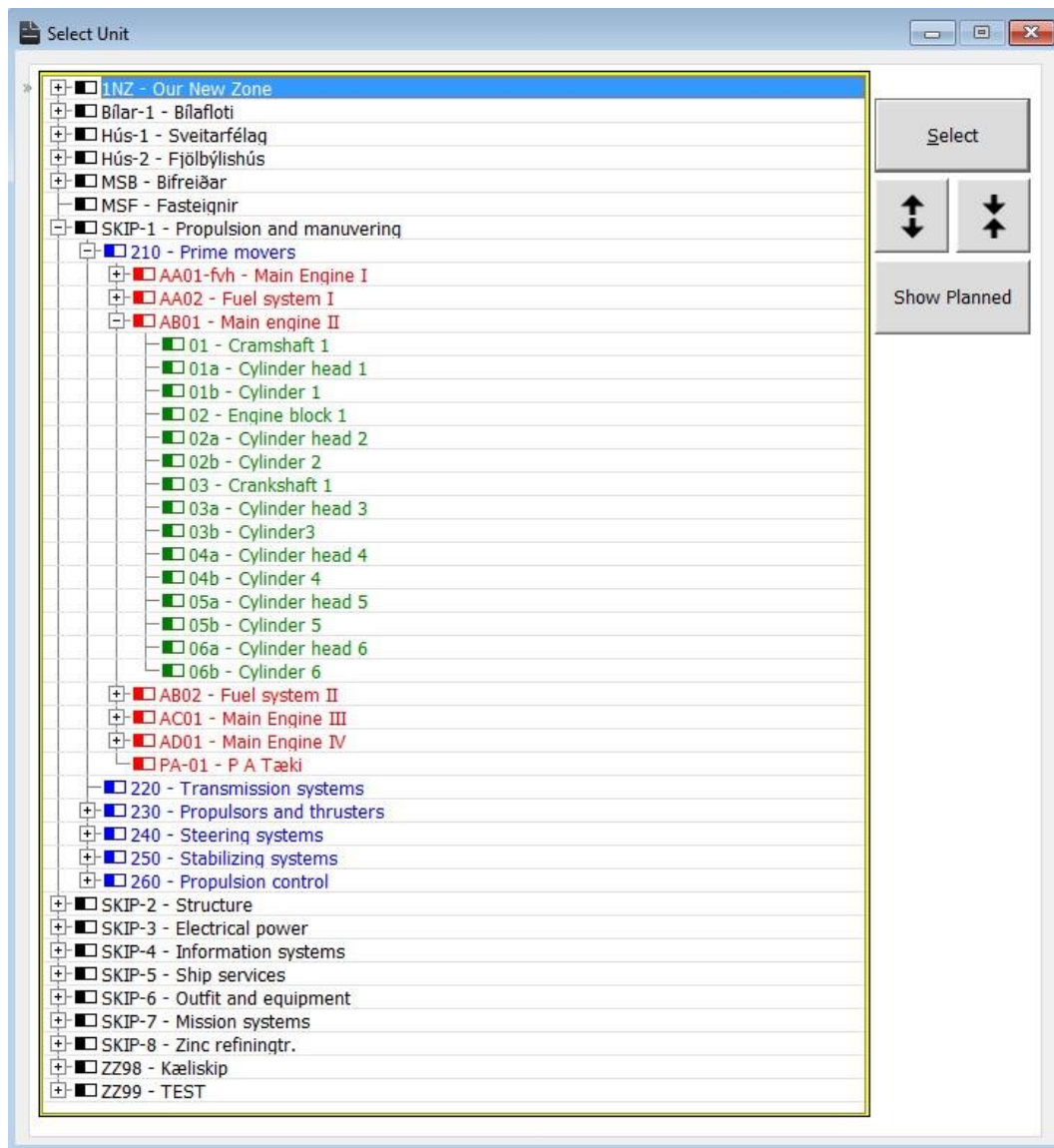
Now we select the equipment or equipment part we want by double clicking. (We can also choose to do a task directly on a department).

A new task will open.

Here we have information telling us what equipment is being worked on, the name of the task, the supervisors name and the active workbook. We can also see if there is an external workshop. If we want to change an information field we can either type directly correct information or right click with the mouse and select from a list of options

On the right side of the form we see "Malfunction", "Modification" and "Damage".

Repeated tasks are the preventive maintenance tasks that will activate at different times. If we select fixed tasks we will get more choices:

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* Type of task

- ◉ Repeated
- ○ Onetime
- ○ Specific date
- ○ Triggered

* Between tasks

- ◉ Year
- ○ Month
- ○ Week
- ○ Day
- ○ Mileage
- ○ Fixed weekday

Next time the task will be performed

- ◉ By date
- ○ By mileage

Time to start:

30.10.2020

Task - Interval calculation

- ○ From date of closing to next activation
- ○ From date of activation to next activation

* Task interval thereafter

Interval	Never more than
0.00 years	0 days

Task will be marked as **Overdue**	Priority task **Priority**
after 0 days	0

"By mileage", some specific milestone is chosen to reach some value for the task to activate (For example specific mileage for a vehicle) but it is also possible to choose maximum days for activation if the milestone is not reached.

Here we pick the interval 500 but maximum180 days and 4 days for maximum active. Then we pick "Apply" [Apply] [Cancel] and more tabs appear.

Then we choose the tab "Description".

Here we can type in the description of the task but it is also possible to get preexisting standard descriptions, to do so we right click and we open
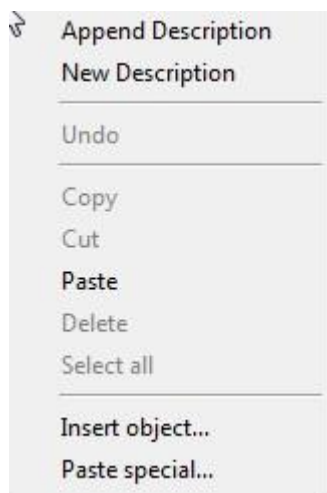
by choosing "New Description" we add a new description from the stand descriptions and "Append Description" will add more text **as an extension to what we wrote already.**

If we do not need to add work and material to the task we will click "OK" and the task is ready. It will activate after 500 hours are passed for the main machine.

If we want to add work and material we will pick the tab "Resources".

Here we choose and get the following form:

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Register work to a Task no. 0000097790

| General | Remarks |

Register work for this task

Task: 0000097790

Employee:»

Rate:

Actual time

Hours:	0,00	Date:	30.10.2020	
Started:		Unit price:	0,00	
Finished:		Discount:	0,00%	
VAT Code:	1 24.00%	Total:	0,00	
Enclosure:				

Select Time Calculation
- ◉ Hours
- ○ Mileage

Estimated time

Hours: 0,00   Unit price: 0,00

OK   Cancel

User's Initials (F5/Right mouse button to select)

Since the task is not active we are estimating the work to be done. We right click "Employee" and we can select the employee we want

---

Select Employee

Select Employee   ☐ **Show inactive**

Initials[+]	First Name	Last Name
141	Arnbjörg Kristín	Konráðsdóttir
Ab	Ari Bj	b
Bb	Björn	Baldursson
BH	Björn Harry	Oddsson
BS	Brjánn	Stefánsson
BT	Baldur	Tyrfingsson
DIS	Daniel	Stefans
GL	Gerry	Lannigan
GRG	Guðni R.	Guðmundsson
HÞ	Hjalti	Þórsson
IH	Ingvar	Halldórsson
IR	Ivar	Ragnarsson
Jj	Jói	Jóns
KK	Kristján	Kristjánsson
KL	Kári	Lárusson
KS	Kristján	Sigurgeirsson

➕ ⚙ ➖   Select

Select Employee

We select the employee we want and enter the estimated hours.

We click ➕ Material

By right clicking "Material code" we open the Stock table and can choose the material we want to add to the task. We can also use [F4] to get a list of materials that have been associated with the equipment or equipment part we are dealing with.

Here we have selected one employee and one material to associate with the task. Now we click "OK" and the task is ready. It will be activated after 500 hours of running time.

Fixed task activated

Print a work request

Add Information for the task

Close the task

We open the workbook again

For our example we choose work number 249 -- It Is blue which means that the system discovered that this job was due and activated it. You can print out the work request by clicking [Print Work Request(s)] button and pick "Selected" (if "All" is chosen then we will get all the tasks in the workbook.

Choose [Ok]

 [OK] on "Print"

Then we will see the work request to be printed on the screen (Hopefully it has been setup that way).

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Work Sheet Íslenska Rekstrarfélagið ehf

Date: 30.10.2020   12:47

Zone:	SKIP-5	Ship services	**Task:**	0000000249
Department:	540	Waste systems	**Workbook:**	00001
Equipment:	DD-200	Main Engine I -HH	**Last done:**	5.05.2017
			Task Group:	1
Supervisor:	Maintx			rtregr
	Demo			

Task description:

There are three different work requests. Here we click on the printer to send the request to the printer.

We will automatically return to the list of all the tasks.

The columns tell us where we are. It is possible to change the ordering by clicking the corresponding header (For example, Code then it will be ordered by task code). Double click task number 249.

This is a task set up for every three months. ==== **we go to description** ==== we find our task description there.

This is a fixed task -- this description will appear every time the task is activated s we should not change it. To describe what is needed for this particular task we choose the tab "**Work**".

Here we pick the writing area and right click
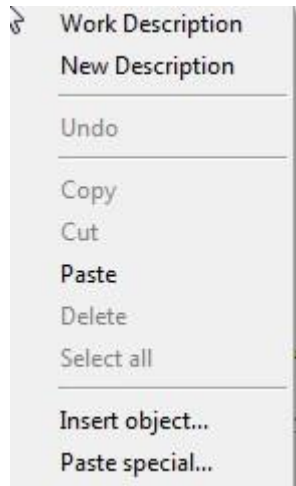
We can choose === Work Description ===, Then we get the text from "Description"

Here we can add any text we need depending on what we do this time. This description goes to maintenance history unless "**Work**" is empty then "**Description**" is moved there instead. Now we choose **Resources.**

In our example we have estimated one work task and two materials.

We double click the work and then enter the real hours in [Actual time]

and hit [OK].

We get the list again and do the same for "Material" and "Other" that has been used. To use materials the stockroom has to be defined.

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By choosing additional cost can be added as needed.

Every time a material is chosen the status of the stock table is recalibrated. When all this entry is finished **the task is closed.**

We select the check box **[ ] Close task,** and then **[OK].**

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Another close date can be chosen. Since this is a fixed task a key entry is needed, (security) All versions after Sept. 2010).

We click [OK]

The task is finished. We go back to Workbook. -- Inactive -- This task was fixed so it sleeps until the system reawakens it.

Tasks can also be closed by choosing ⬛ the button on the form.

Then we choose Active -- then we are ready for the next task.

"Malfunction", "Modification" and "Damage" are by default only "once" type tasks so they expire after they finish. Copies of every task are transferred to the Maintenance history.

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Check Maintenance history from Equipment (Tree)

Click "Tree" or go to "Maintenance" --> "Overview"

To begin with we see the zone(s) and the department(s). Then we pick the equipment by choosing + (plus)   If we want an equipment part we pick a + (plus) to go further down.

Red lines (Equipment), Green lines (Equipment parts).
We pick a particular equipment -- our example -- main Engine I

On the right side of the form we have various tabs - Tasks - Stock - Measurements - History - Mileage - Images - Documents.

We choose the tab **History**

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Here we see the history - It will automatically choose one year (Lower right corner), but we can choose any period we want. We enter the date as simple number strings such 011210 is 01.12.2010 in Europe; for USA one enters 120110 for 12.01.2010 since the month is first.

By picking the task we want and pressing we can see the description, materials and everything else associated with the task.

The printer icon is chosen to print the selected task.