

Maintx Maintenance Management System

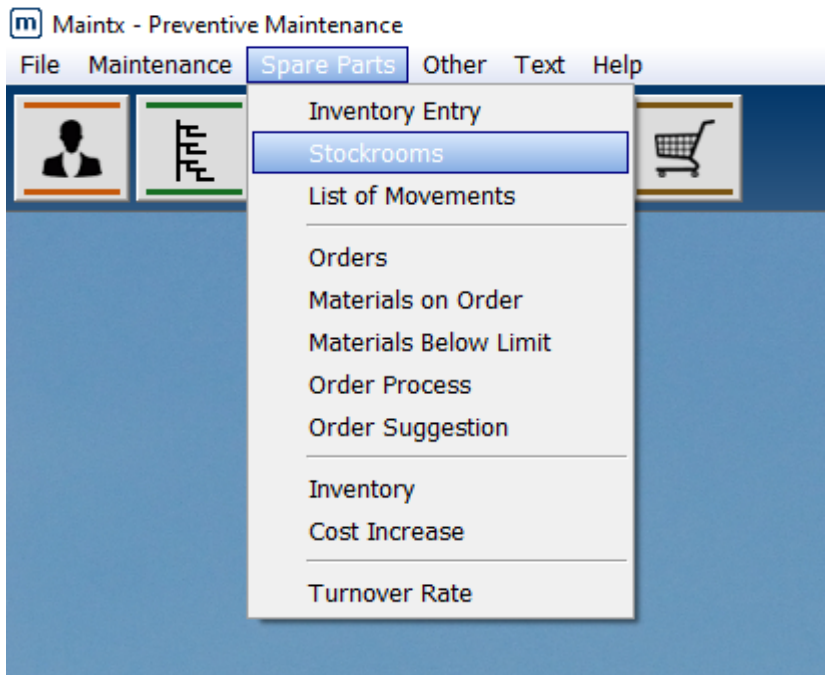
Stockroom

**Creating A Storage room Receiving A Stock Item
Connecting Parts To Equipment Adding Parts To Group**

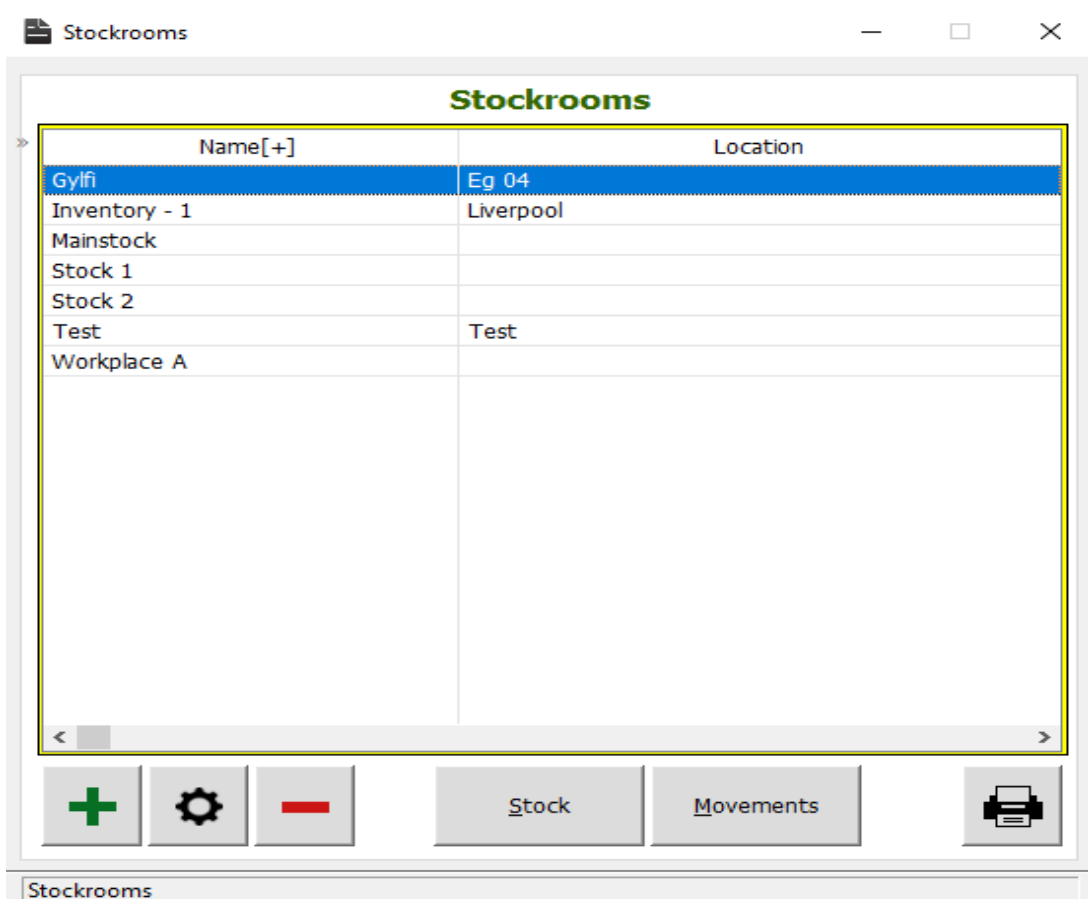


Stockroom

Here we will learn how to create a storage room, Receive a storage product that connects parts for equipment and more.



Start by going to the menu, click on "Spare Parts" and select "Stockrooms"



And press

Registration of Stockrooms

Remarks

Registration of Stockrooms

Name: *

Place:

Supervisor: *


OK Record will be Added **Cancel**

Name of Stockroom

Here we need to enter a name and a supervisor, then press **OK**

Spareparts



To enter a part of the warehouse, we get to the  button.

Inventory

Overview of all stock Items under limit Active Inactive All


Code[+]	Name	Qty New	Qty Ren.	Cost price	Wholesale	Retail
xd-004	Injectors	5,00	0,00	106,98	106,98	106,98
xd-005	Injector Rocker Arm	11,00	0,00	55,00	55,00	55,00
xd-006	Valves	13,00	0,00	120,00	120,00	120,00
xd-007	Valve Rocker Arm	1,00	0,00	0,00	0,00	0,00
xd-008	Seats	12,00	0,00	150,00	150,00	150,00
xd-009	Push Rod	22,00	0,00	18,90	18,90	18,90
xd-010	Guides	2,00	0,00	423,90	423,90	423,90
xd-011	Spring Seat	3,00	0,00	22,95	22,95	22,95
xd-012	Gears	0,00	0,00	2.783,70	2.783,70	2.783,70
xd-013	Gasket	3,00	0,00	25,65	25,65	25,65
xd-014	Sleeves	3,00	0,00	75,61	75,61	75,61
xd-015	Grommets	3,00	0,00	74,25	74,25	74,25
xd-016	Collets	2,00	0,00	31,00	31,00	31,00
xe-002	Liner	14,00	0,00	49,02	49,02	49,02
xe-003	Piston	10,00	0,00	8.992,47	8.992,47	8.992,47
xe-004	Connecting Rod	2,00	0,00	568,00	568,00	568,00

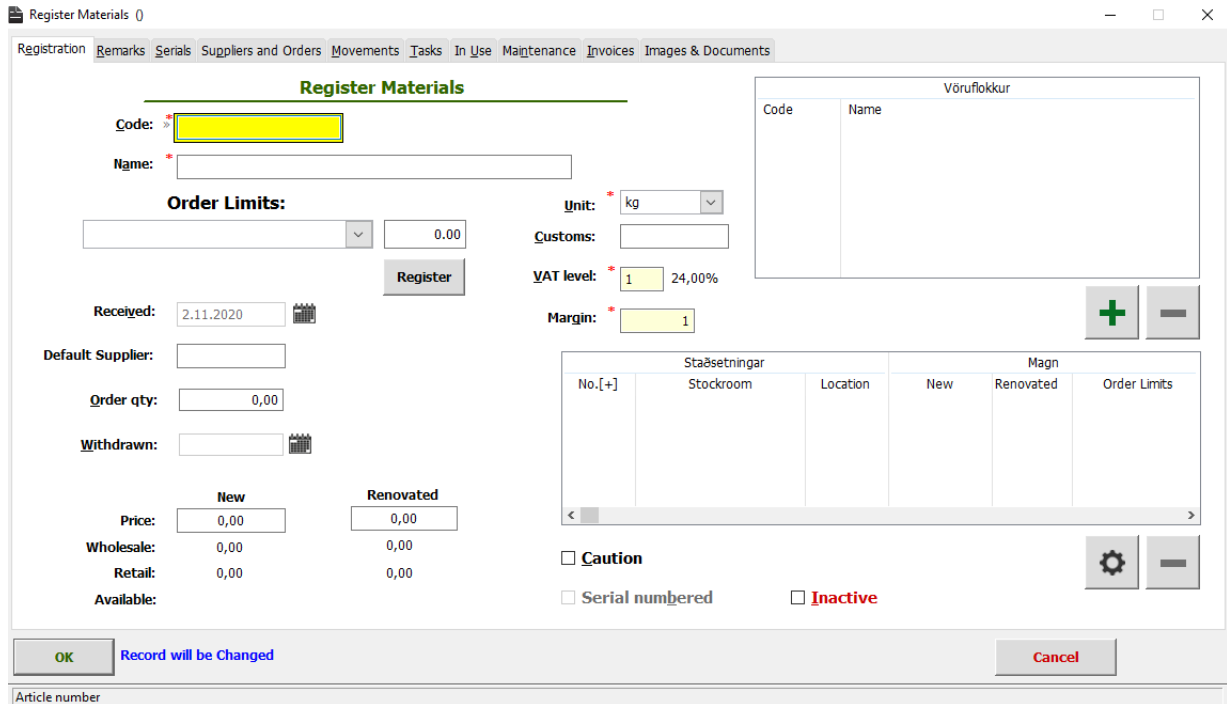
Supplier's code:

Locations: Suppliers On Order

Code	Vörugemysla	Name	Placement	Order Limits	Magn	New	Renovated
1	Mainstock		B1-24	0,00		19,00	0,00
2	Stock 2			0,00		3,00	0,00

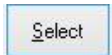
Spare parts on list

We press  or we can right-click the **Inventory** box and click „Insert“



Here we need to enter the "Code", "Name" and "Unit". To set the "VAT" we right-click on the box and either create a new or select existing.

We do the same for margin (right-click and select a pre-existing or create a new one) and press



We can get into the price of a new and a renovated part.

In "Order Limit" we decide at what point Maintx should let us know, we have to order more parts.

Inventory

Overview of all stock Items under limit Active Inactive All

Code[+]	Name	Qty New	Qty Ren.	Cost price	Wholesale	Retail
xd-004	Injectors	5,00	0,00	106,98	106,98	106,98
xd-005	Injector Rocker Arm	11,00	0,00	55,00	55,00	55,00
xd-006	Valves	13,00	0,00	120,00	120,00	120,00
xd-007	Valve Rocker Arm	1,00	0,00	0,00	0,00	0,00
xd-008	Seats	12,00	0,00	150,00	150,00	150,00
xd-009	Push Rod	22,00	0,00	18,90	18,90	18,90
xd-010	Guides	2,00	0,00	423,90	423,90	423,90
xd-011	Spring Seat	3,00	0,00	22,95	22,95	22,95
xd-012	Gears	0,00	0,00	2.783,70	2.783,70	2.783,70
xd-013	Gasket	3,00	0,00	25,65	25,65	25,65
xd-014	Sleeves	3,00	0,00	75,61	75,61	75,61
xd-015	Grommets	3,00	0,00	74,25	74,25	74,25
xd-016	Collets	2,00	0,00	31,00	31,00	31,00
xe-002	Liner	14,00	0,00	49,02	49,02	49,02
xe-003	Piston	10,00	0,00	8.992,47	8.992,47	8.992,47
xe-004	Connecting Rod	2,00	0,00	568,00	568,00	568,00

Locations: Locations Suppliers On Order

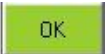
Code	Vörugæymsla Name	Placement	Order Limits	Magn	
				New	Renovated
1	Mainstock	B1-24	0,00	19,00	0,00
2	Stock 2		0,00	3,00	0,00

Spare parts on list

When the amount is less than the threshold for the "New Number" (volume) number of turns **yellow**. It is Maintx let us know that we have to order more.

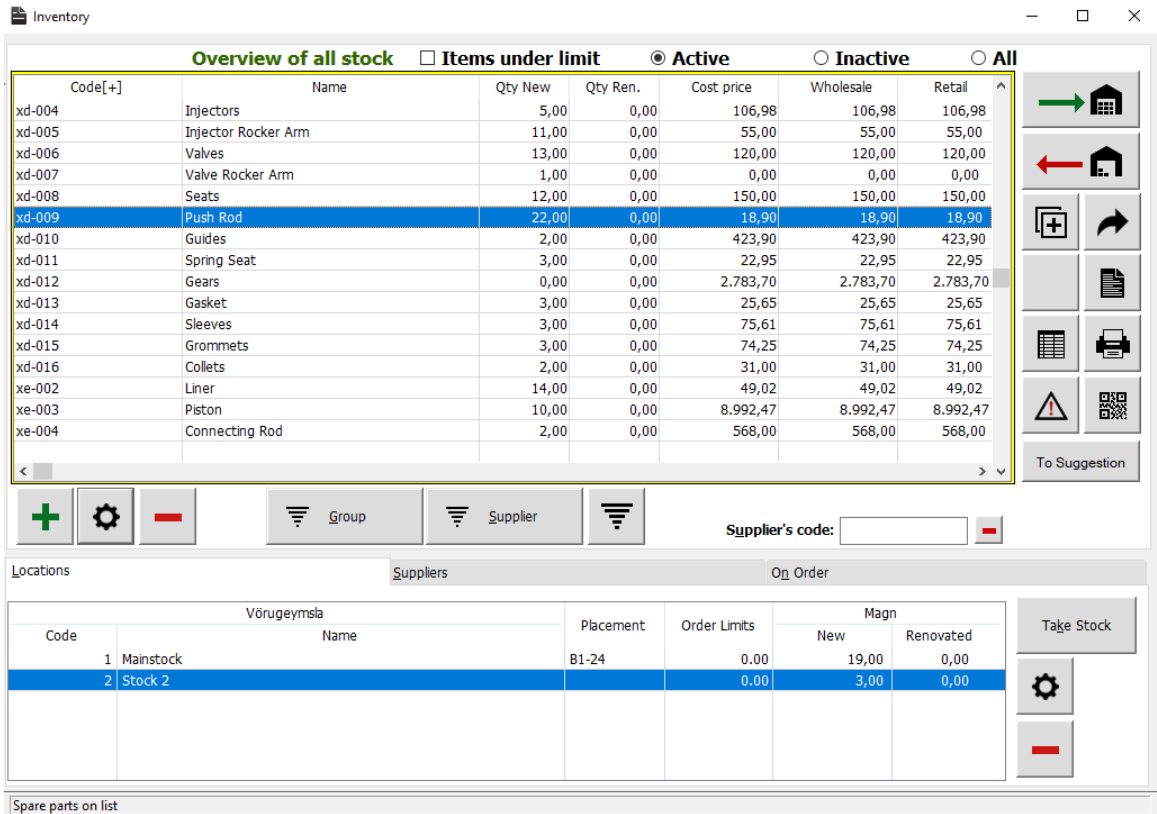
When we go to order more parts Maintx reminds us what is a suitable amount to order each time. This amount we register here in "Order Quantity".

(if we trick the "Caution" box, the part/item will be marked with red, as in **hazardous** og **handle with care**)

Once finished we click  .

Receiving a Stock Item

We start by selecting the part we want:



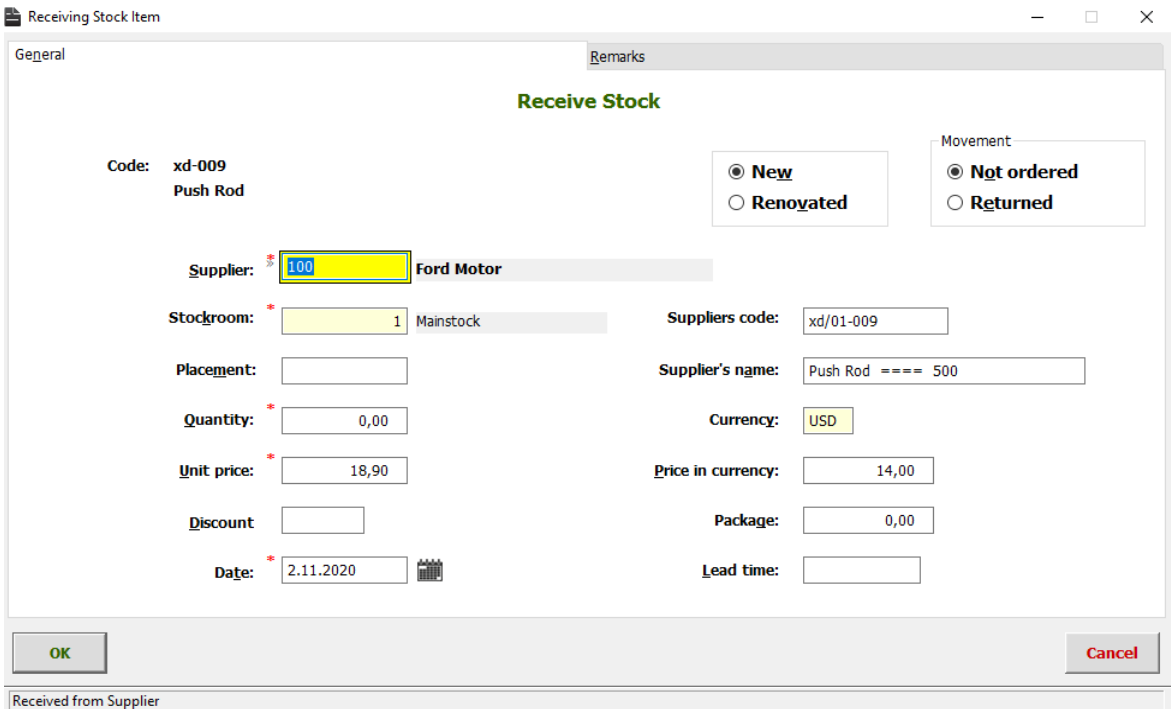
Inventory Overview of all stock Items under limit Active Inactive All

Code[+]	Name	Qty New	Qty Ren.	Cost price	Wholesale	Retail
xd-004	Injectors	5,00	0,00	106,98	106,98	106,98
xd-005	Injector Rocker Arm	11,00	0,00	55,00	55,00	55,00
xd-006	Valves	13,00	0,00	120,00	120,00	120,00
xd-007	Valve Rocker Arm	1,00	0,00	0,00	0,00	0,00
xd-008	Seats	12,00	0,00	150,00	150,00	150,00
xd-009	Push Rod	22,00	0,00	18,90	18,90	18,90
xd-010	Guides	2,00	0,00	423,90	423,90	423,90
xd-011	Spring Seat	3,00	0,00	22,95	22,95	22,95
xd-012	Gears	0,00	0,00	2.783,70	2.783,70	2.783,70
xd-013	Gasket	3,00	0,00	25,65	25,65	25,65
xd-014	Sleeves	3,00	0,00	75,61	75,61	75,61
xd-015	Grommets	3,00	0,00	74,25	74,25	74,25
xd-016	Collets	2,00	0,00	31,00	31,00	31,00
xe-002	Liner	14,00	0,00	49,02	49,02	49,02
xe-003	Piston	10,00	0,00	8.992,47	8.992,47	8.992,47
xe-004	Connecting Rod	2,00	0,00	568,00	568,00	568,00

Locations: **Vörugeymsla** | Suppliers | On Order

Code	Name	Placement	Order Limits	Magn	
				New	Renovated
1	Mainstock	B1-24	0.00	19,00	0,00
2	Stock 2		0.00	3,00	0,00

In the upper right corner we click

Receiving Stock Item

General Remarks

Receive Stock

Code: **xd-009**
Push Rod

Movement: **New** Renovated Returned

Supplier: 100 Ford Motor

Stockroom: 1 Mainstock

Suppliers code: xd/01-009

Placement:

Supplier's name: Push Rod ==== 500

Quantity:


Currency: USD

Unit price:

Price in currency:

Discount:

Package:

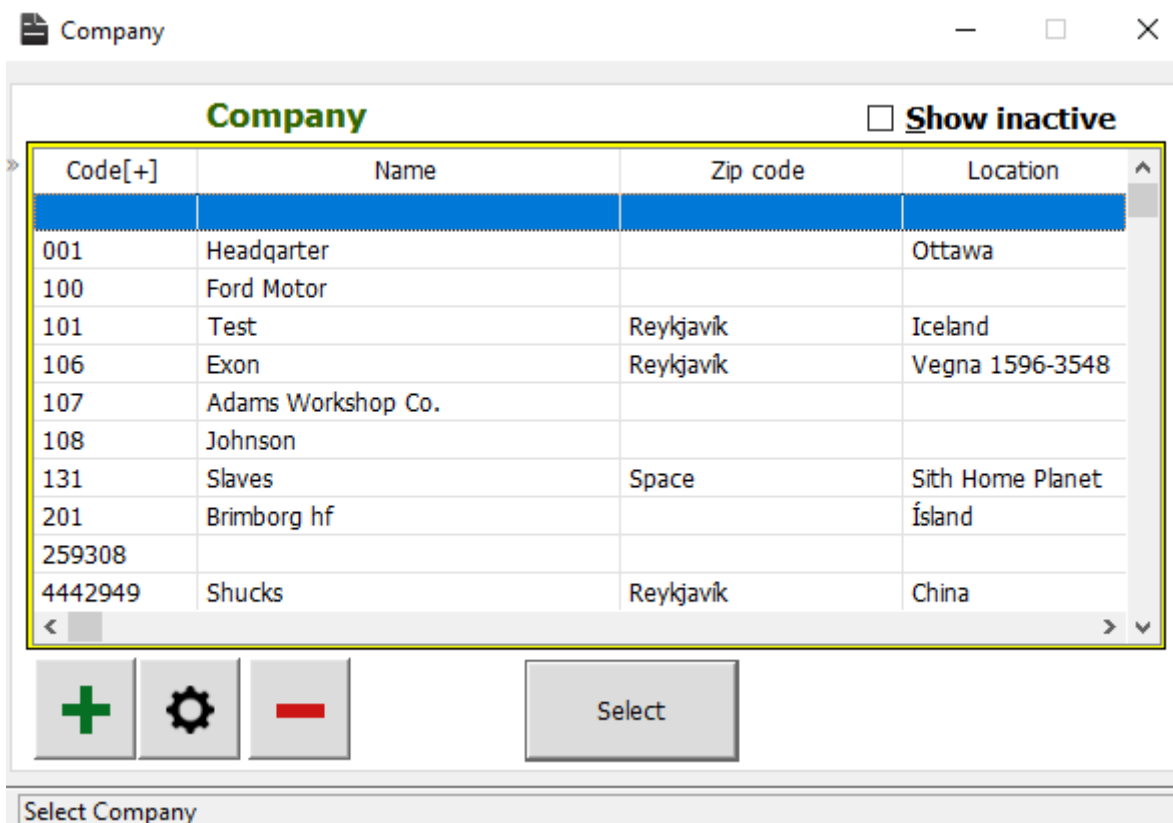
Date: 

Lead time:

Received from Supplier

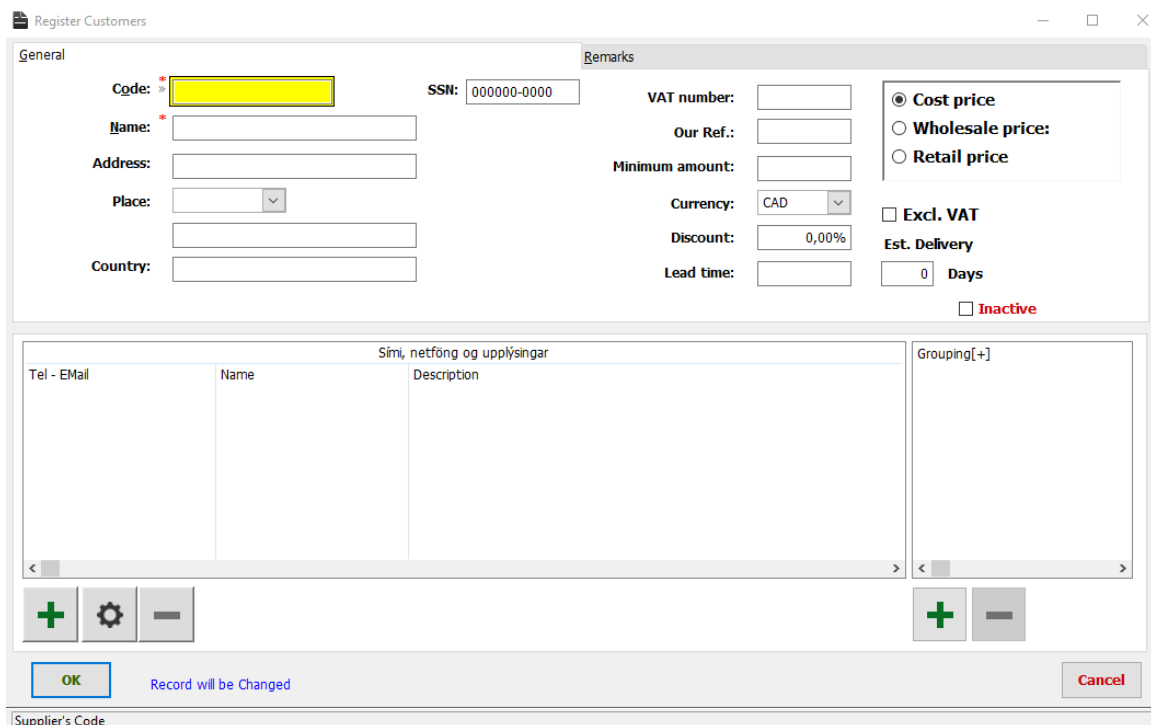
We right click the box marked "Supplier".


A list of our suppliers comes up, we either select a pre-existing supplier or insert a new one.

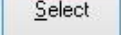


Code[+]	Name	Zip code	Location
001	Headqarter		Ottawa
100	Ford Motor		
101	Test	Reykjavik	Iceland
106	Exon	Reykjavik	Vegna 1596-3548
107	Adams Workshop Co.		
108	Johnson		
131	Slaves	Space	Sith Home Planet
201	Brimborg hf		Ísland
259308			
4442949	Shucks	Reykjavik	China

To add another supplier we click 




Enter a code, a name and so on.. and click 

Now choose the new supplier and press  or double click the supplier.
Right click the stockroom box, locate and double click the preferred stockroom.


Enter the Items placement in the stockroom.

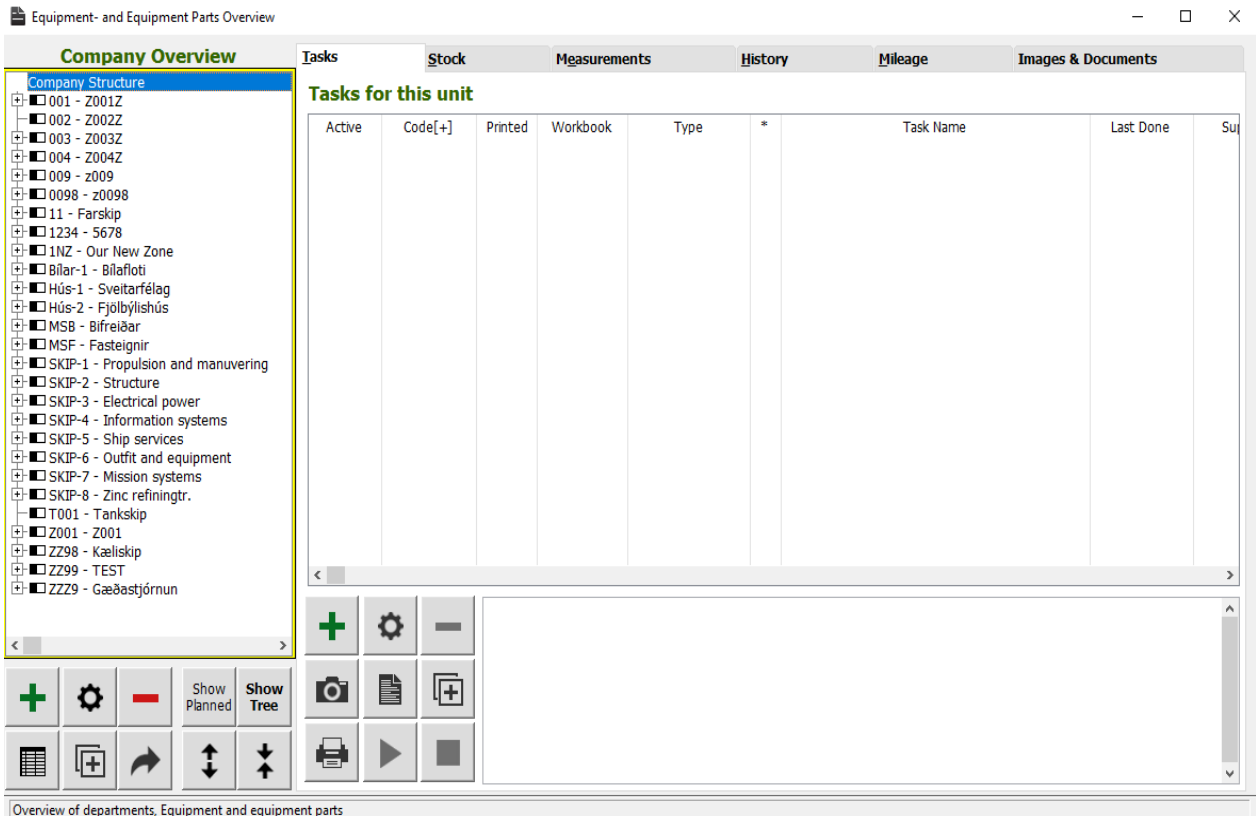
If the supplier uses a different code or name for this item we can enter them in the relevant boxes.

Otherwise we leave them blank.

Once we have filled out all the relevant information we press .

Connecting Part and Equipment

We go to overview 



Equipment- and Equipment Parts Overview

Company Overview

Tasks Stock Measurements History Mileage Images & Documents

Tasks for this unit

Active	Code[+]	Printed	Workbook	Type	*	Task Name	Last Done	Su

Overview of departments, Equipment and equipment parts

Choose the equipment we want to connect the part to.

Select the "Stock" tab and click 

Spare part on equipment

General Remarks

Spare Part on Equipment/Eq-Part

210 Prime movers
AA01-fvh Main Engine I

Code:

Oil sae-200

Quantity:

OK

Record will be Added

Cancel

Quantity or number on Equipment/Eq-Part

Right click "code" find the correct item and double click.

Select Item

Active
 Inactive
 All

Code	Name(+)	Magn		Verð		Quantity on Order	Last Qty	# sold last year	Two Months	Order Limit
		Qty/New	Renovated	Cost Price	Renovated					
602548	Klöfsettgjafi	0.00	0.00	1,254.00	0.00	0.00	0.00	0.00	0.00	0.00
6047685	Klöfsett Upphengt	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
xe-002	Liner	14.00	0.00	49.02	0.00	25.00	15.00	0.00	0.00	0.00
xf-016	Link	0.00	0.00	33.00	0.00	10.00	0.00	0.00	0.00	0.00
xf-010	Linkages	25.00	0.00	40.33	0.00	25.00	25.00	0.00	0.00	0.00
xe-009	Lower Bearing Shell	0.00	0.00	304.00	0.00	0.00	0.00	0.00	0.00	0.00
Windows_7	MKF2Y-GGQX9-C2FK9-VPX9C-2W7XJ	0.00	0.00	111,000.00	55,000.00	0.00	0.00	0.00	0.00	0.00
5193673	Nafn á vöru	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
NNNN-14500	NKNKNKNknknknkn	99.00	0.00	2.25	0.00	0.00	0.00	0.00	0.00	0.00
xf-018	Nozzle	3.00	0.00	8.00	0.00	0.00	2.00	0.00	0.00	0.00
C1400-1500	O-ring	131.00	0.00	40.00	0.00	0.00	20.00	0.00	0.00	0.00
9999-004	Oil 9904	0.00	0.00	0.00	0.00	30.00	0.00	0.00	0.00	0.00
9999-005	Oil 9905	0.00	0.00	0.00	0.00	10.00	0.00	0.00	0.00	0.00
9999-003	OIL 9999	16.00	0.00	20.00	0.00	0.00	10.00	0.00	0.00	0.00
c-200	Oil sae-200	3,195.00	0.00	150.00	0.00	0.00	200.00	0.00	0.00	0.00
z/zx1400-1800/4	Oil sae-200-500	465.00	0.00	53.00	0.00	630.00	300.00	0.00	0.00	0.00
sae220	Oil sae-220	951.00	0.00	200.00	0.00	0.00	300.00	0.00	0.00	0.00
34686	Órbylgjuöfn Philips	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9469081	Panasonic sjónvarp	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
sp0001	Pera í stefnujós	18.00	0.00	64.52	0.00	0.00	20.00	0.00	0.00	0.00
xe-003	Piston	10.00	0.00	8,992.47	0.00	0.00	13.00	0.00	0.00	0.00
xe-007	Piston Crown	9.00	0.00	98.00	0.00	0.00	10.00	0.00	0.00	0.00
xf-003	Plunger	22.00	0.00	80.65	0.00	25.00	22.00	0.00	0.00	0.00
12345678	prufa 1276	0.00	0.00	250.00	0.00	0.00	0.00	0.00	0.00	0.00
135468	Pumpa með gormi	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
xd-009	Push Rod	22.00	0.00	18.90	0.00	0.00	5.00	0.00	0.00	0.00
xf-002	Rack	3.00	0.00	10.00	0.00	2.00	2.00	0.00	0.00	0.00
3948423	retyuopá	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
xe-006	Rings	9.00	0.00	11.00	0.00	0.00	10.00	0.00	0.00	0.00
xe-005	Rod Cap	12.00	0.00	72.00	0.00	0.00	1.00	0.00	0.00	0.00
2351	Rúm 180*200cm	0.00	0.00	3,254.00	0.00	0.00	0.00	0.00	0.00	0.00
RV01	Rúðuvöki	230.50	0.00	57.00	0.00	0.00	250.00	0.00	0.00	0.00
Rp01	Rúðupurrka	14.00	0.00	80.00	0.00	0.00	20.00	0.00	0.00	0.00
xf-009	Seat	2.00	0.00	220.00	0.00	10.00	1.00	0.00	0.00	0.00
xd-008	Seats	12.00	0.00	150.00	0.00	5.00	8.00	1.00	0.00	0.00
1JEE0123456	Sérsmiðð töl	3.00	0.00	25.00	0.00	0.00	2.00	0.00	0.00	0.00

+
⚙️
-


Select
Group

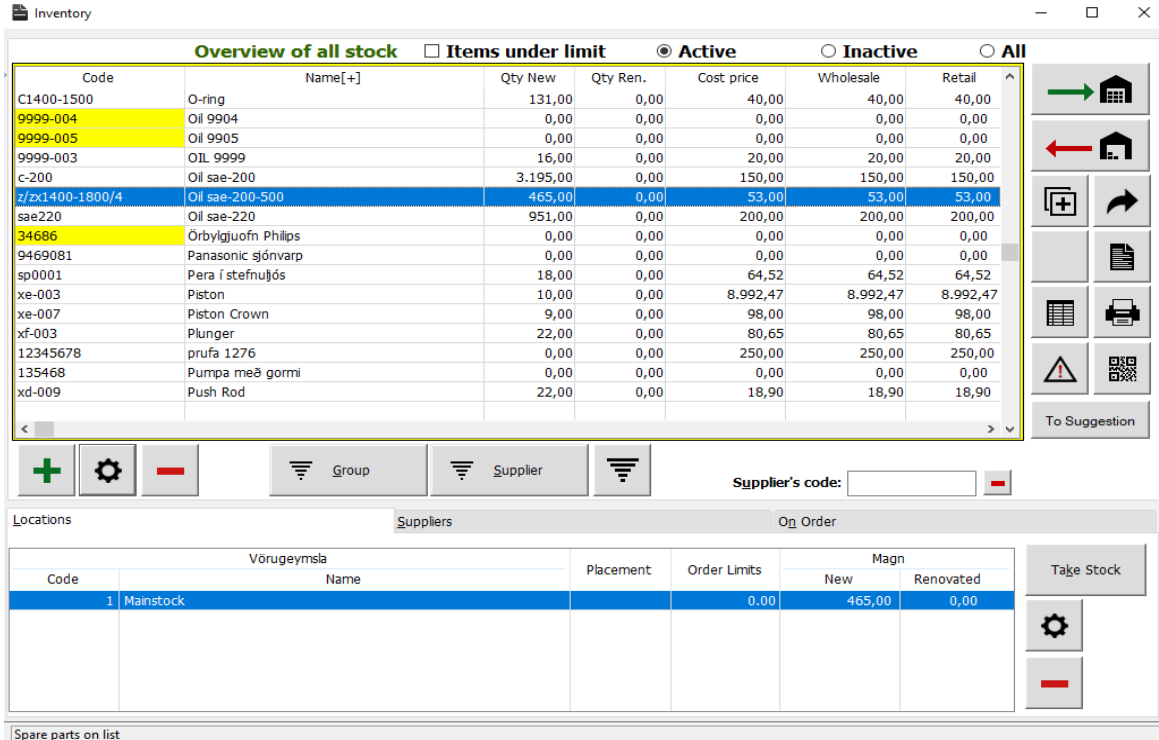
Supplier's code:
 Limit By Amount

Article on stock

Enter the quantity and press OK

Adding Parts to Groups

To be able to add parts to groups you will need to open the **”Inventory”** window, go to **”Spare Parts”** in the menu tab and select **”Inventory Entry”** from the drop down list. OR simply press the  button.



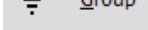
Inventory Overview of all stock Items under limit Active Inactive All

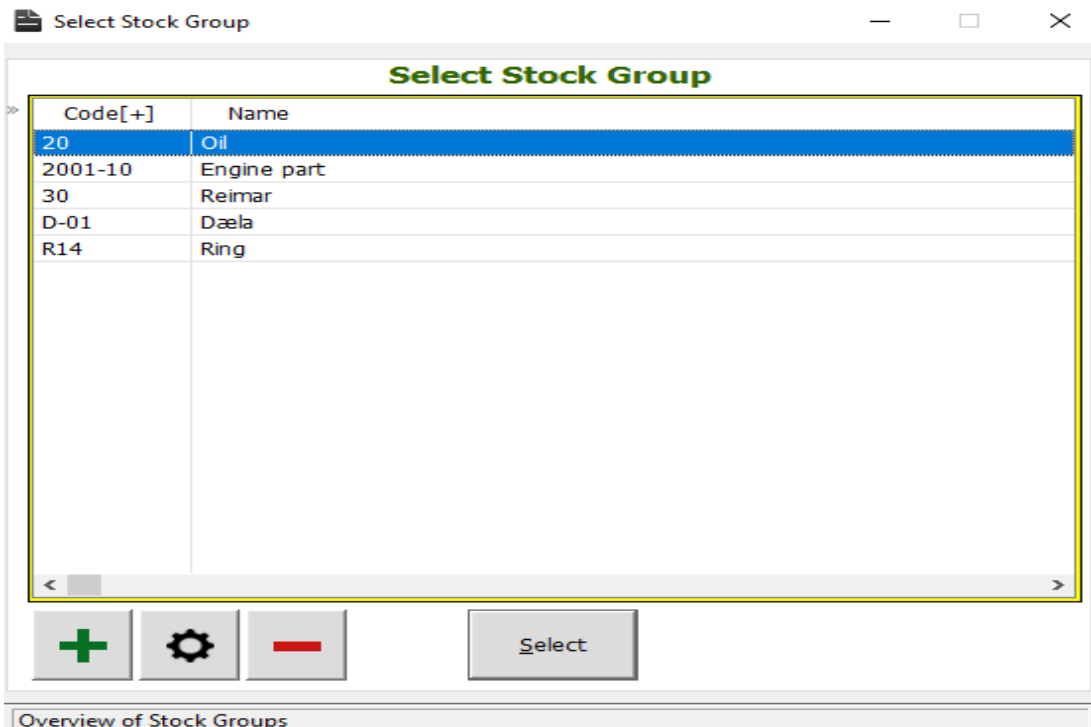
Code	Name[+]	Qty New	Qty Ren.	Cost price	Wholesale	Retail
C1400-1500	O-ring	131,00	0,00	40,00	40,00	40,00
9999-004	Oil 9904	0,00	0,00	0,00	0,00	0,00
9999-005	Oil 9905	0,00	0,00	0,00	0,00	0,00
9999-003	OIL 9999	16,00	0,00	20,00	20,00	20,00
c-200	Oil sae-200	3.195,00	0,00	150,00	150,00	150,00
z/zx1400-1800/4	Oil sae-200-500	465,00	0,00	53,00	53,00	53,00
sae220	Oil sae-220	951,00	0,00	200,00	200,00	200,00
34686	Örbylgjuofn Philips	0,00	0,00	0,00	0,00	0,00
9469081	Panasonic sjónvarp	0,00	0,00	0,00	0,00	0,00
sp0001	Pera í stefnuhljóð	18,00	0,00	64,52	64,52	64,52
xe-003	Piston	10,00	0,00	8.992,47	8.992,47	8.992,47
xe-007	Piston Crown	9,00	0,00	98,00	98,00	98,00
xf-003	Plunger	22,00	0,00	80,65	80,65	80,65
12345678	prufa 1276	0,00	0,00	250,00	250,00	250,00
135468	Pumpa með gormi	0,00	0,00	0,00	0,00	0,00
xd-009	Push Rod	22,00	0,00	18,90	18,90	18,90

Locations: **Suppliers** On Order

Code	Vörugæmsla Name	Placement	Order Limits	Magn		Take Stock
				New	Renovated	
1	Mainstock		0,00	465,00	0,00	

Spare parts on list

To make a new group, we press the  button in the „Inventory window“.


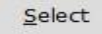


Select Stock Group

Code[+]	Name
20	Oil
2001-10	Engine part
30	Reimar
D-01	Dæla
R14	Ring

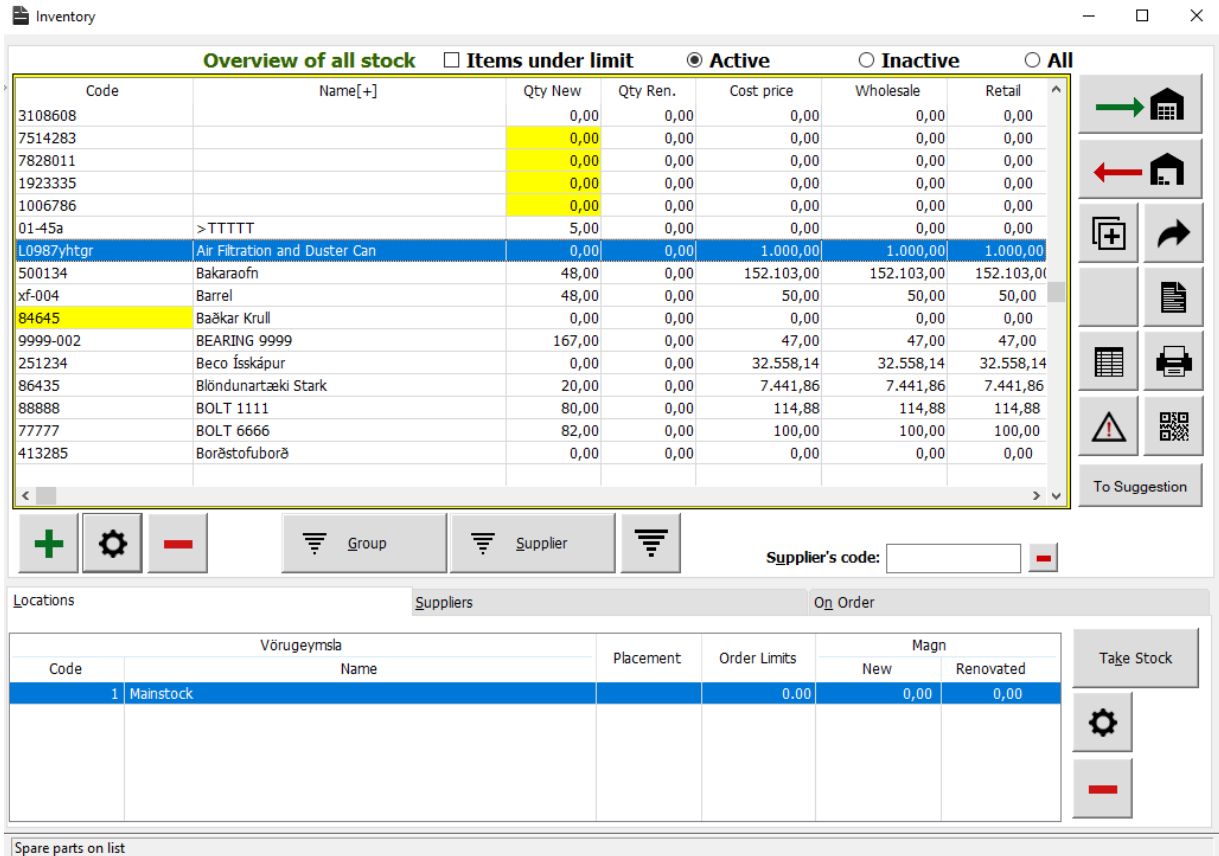
Buttons: +, Settings, -, Select

Overview of Stock Groups


The "Select Stock Group" window will appear. To create a new group we press  and give our group a code and a name. Finally we click 

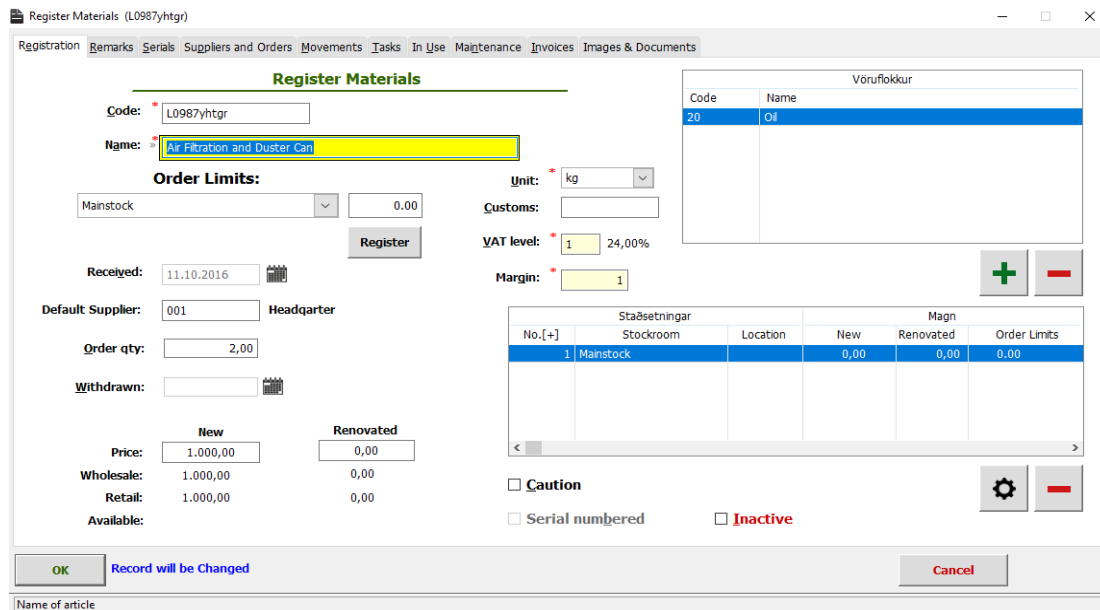
Now we have created a group, next step is to put some spare-parts in it.


We start by going to "Inventory" 

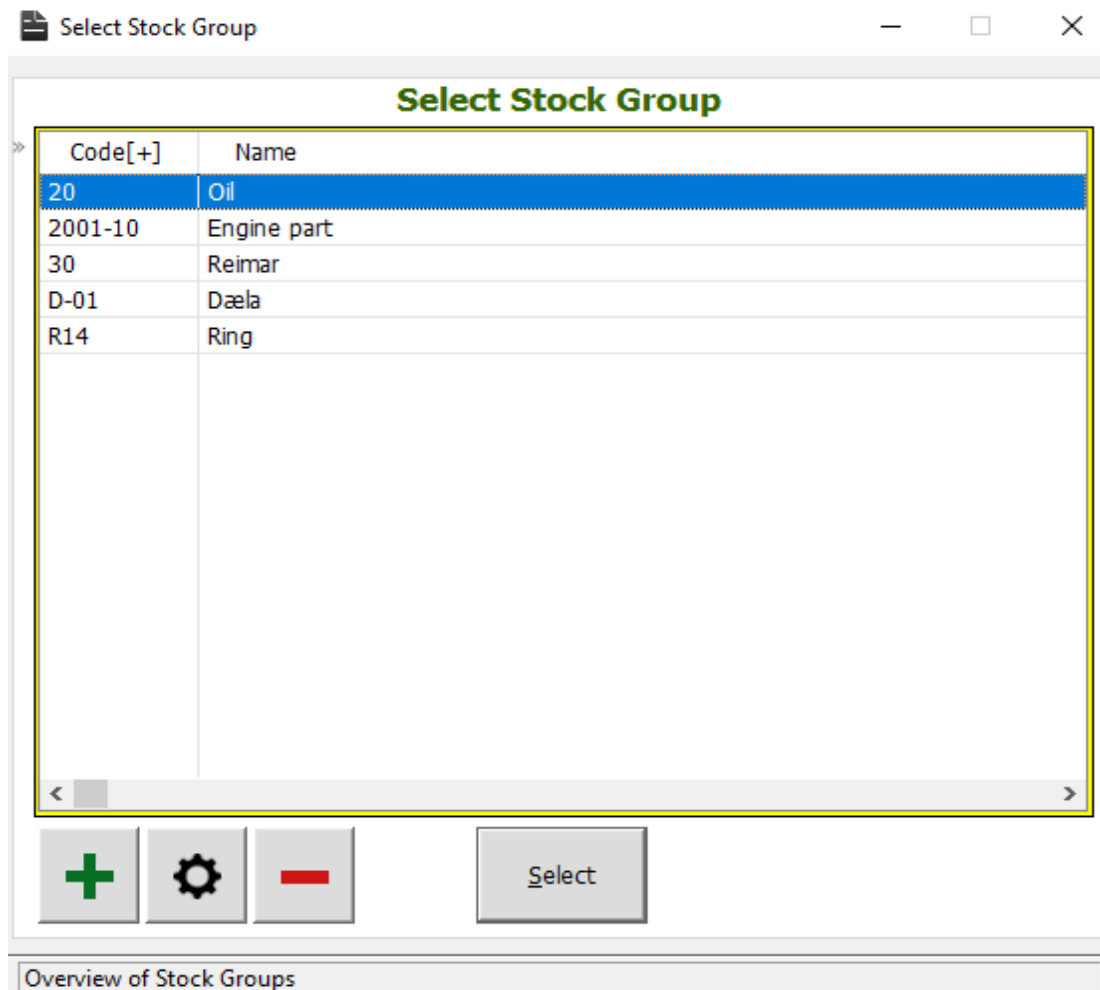


Code	Name[+]	Qty New	Qty Ren.	Cost price	Wholesale	Retail
3108608		0,00	0,00	0,00	0,00	0,00
7514283		0,00	0,00	0,00	0,00	0,00
7828011		0,00	0,00	0,00	0,00	0,00
1923335		0,00	0,00	0,00	0,00	0,00
1006786		0,00	0,00	0,00	0,00	0,00
01-45a	>TTTTT	5,00	0,00	0,00	0,00	0,00
L0987yhtgr	Air Filtration and Duster Can	0,00	0,00	1.000,00	1.000,00	1.000,00
500134	Bakaraofn	48,00	0,00	152.103,00	152.103,00	152.103,00
xf-004	Barrel	48,00	0,00	50,00	50,00	50,00
84645	Baðkar Krull	0,00	0,00	0,00	0,00	0,00
9999-002	BEARING 9999	167,00	0,00	47,00	47,00	47,00
251234	Beco Ísskápur	0,00	0,00	32.558,14	32.558,14	32.558,14
86435	Blöndunartaeki Stark	20,00	0,00	7.441,86	7.441,86	7.441,86
88888	BOLT 1111	80,00	0,00	114,88	114,88	114,88
77777	BOLT 6666	82,00	0,00	100,00	100,00	100,00
413285	Borðstofuborð	0,00	0,00	0,00	0,00	0,00

We select the part we want to group and click . Or simply double-click it.



Under the box marked "Stock group" we click  We get a list of available stock groups.



Choose the group we want and click  or double-click the group name.

Register Materials (L0987yhtgr)

Registration Remarks Serials Suppliers and Orders Movements Tasks In Use Maintenance Invoices Images & Documents

Register Materials

Code: * L0987yhtgr

Name: * Air Filtration and Duster Can

Order Limits: Mainstock 0.00

Unit: * kg

Customs:

VAT level: * 1 24,00%

Margin: * 1

Received: 11.10.2016

Default Supplier: 001 Headquarter

Order qty: 2,00

Withdrawn:

	New	Renovated
Price:	1.000,00	0,00
Wholesale:	1.000,00	0,00
Retail:	1.000,00	0,00
Available:		

Caution

Serial numbered


Inactive


Vöruflokkur	
Code	Name
20	Oil

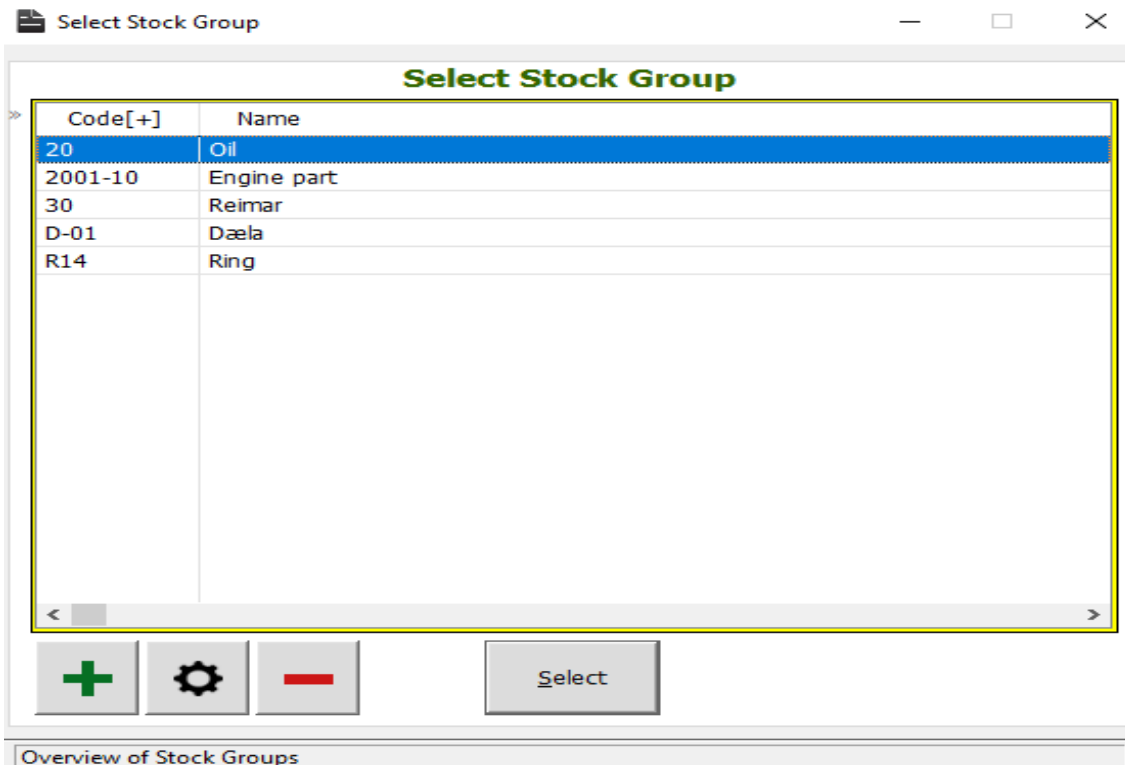
Staðsetningar			Magn		Order Limits
No.[+]	Stockroom	Location	New	Renovated	
1	Mainstock		0,00	0,00	0,00

OK Record will be Changed Cancel

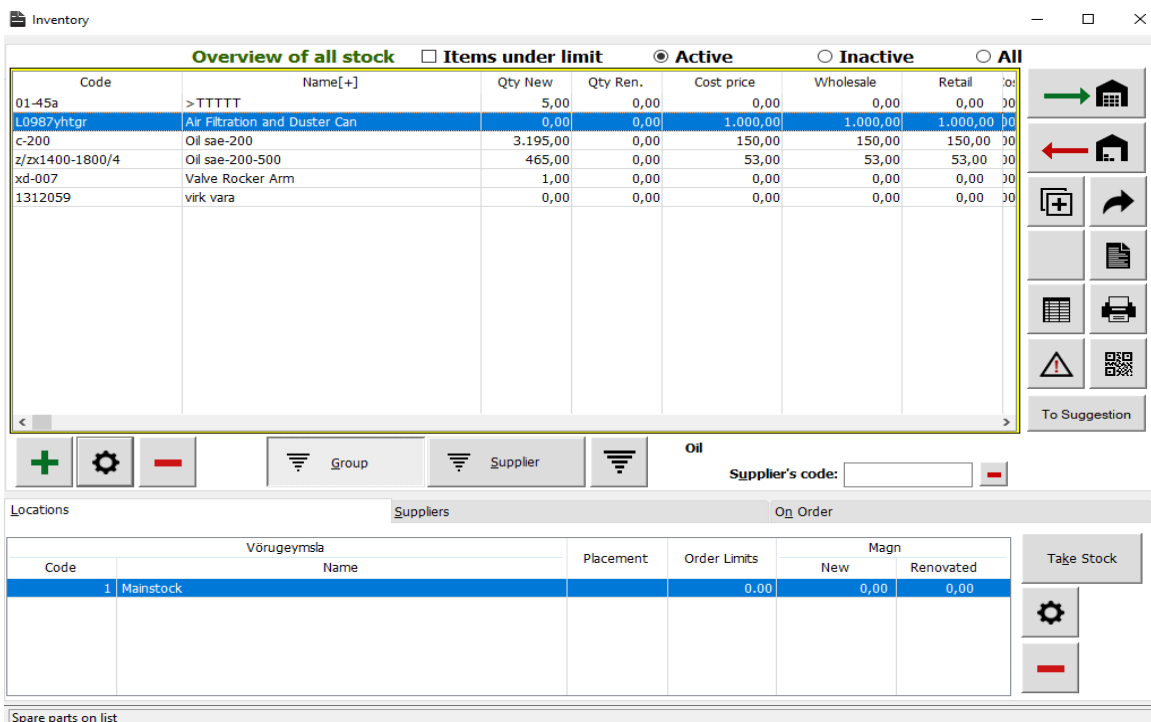
Name of article

Now we have put this part into a group. Each part can belong to more than one group at a time. To add it to more groups we simply click  again and repeat the last few steps.

If we want to see all parts belonging to a certain group, we click the  button. That gives us the “**Select Stock Group**” window.



We choose the group we want to inspect and click  or double-click the group name.



Now we have a complete list of all the parts belonging to this particular group.

We can also see in the bottom box, which stockroom this particular part is kept, its placement and how many new or renovated units we have.