

Maintx

Maintenance Management System



Short Tutorial:

ZONES | DEPARTMENTS

EQUIPMENT | EQUIPMENT-PARTS


In a few easy steps we will set up

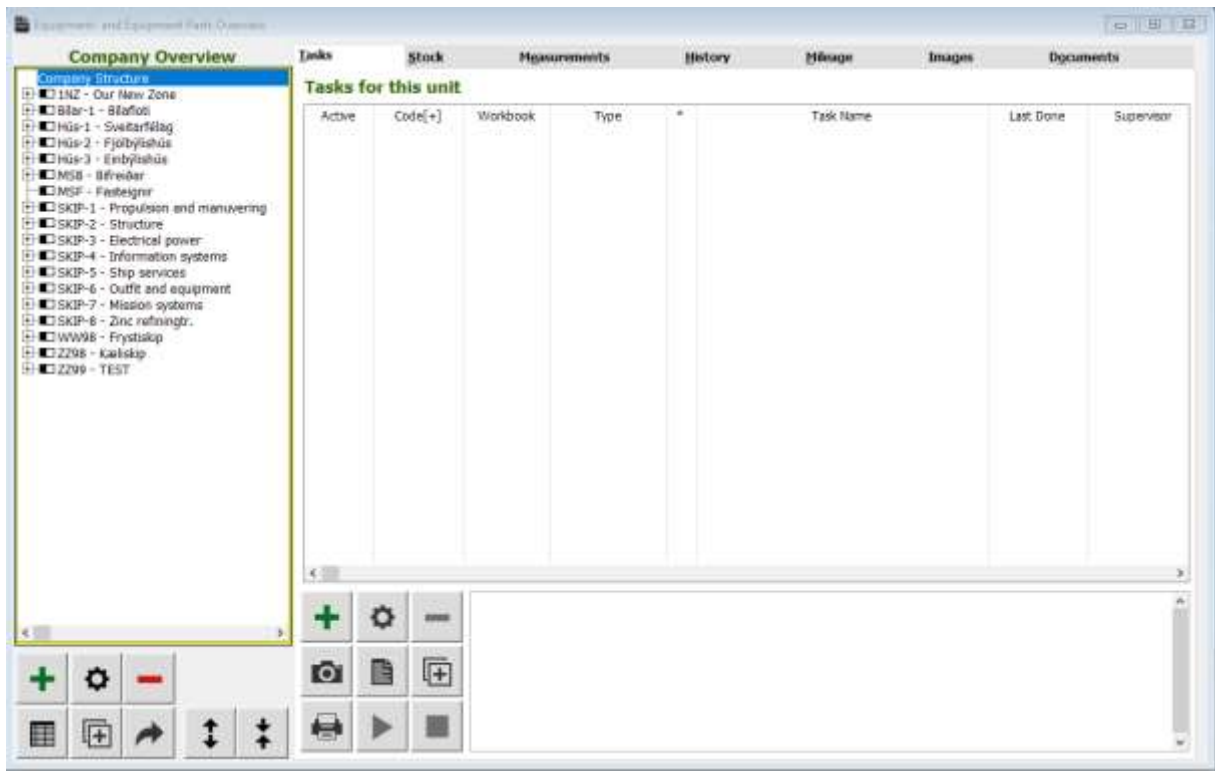
Zones, Departments, Equipment and Equipment-Parts.


We start by signing in to MaintX.

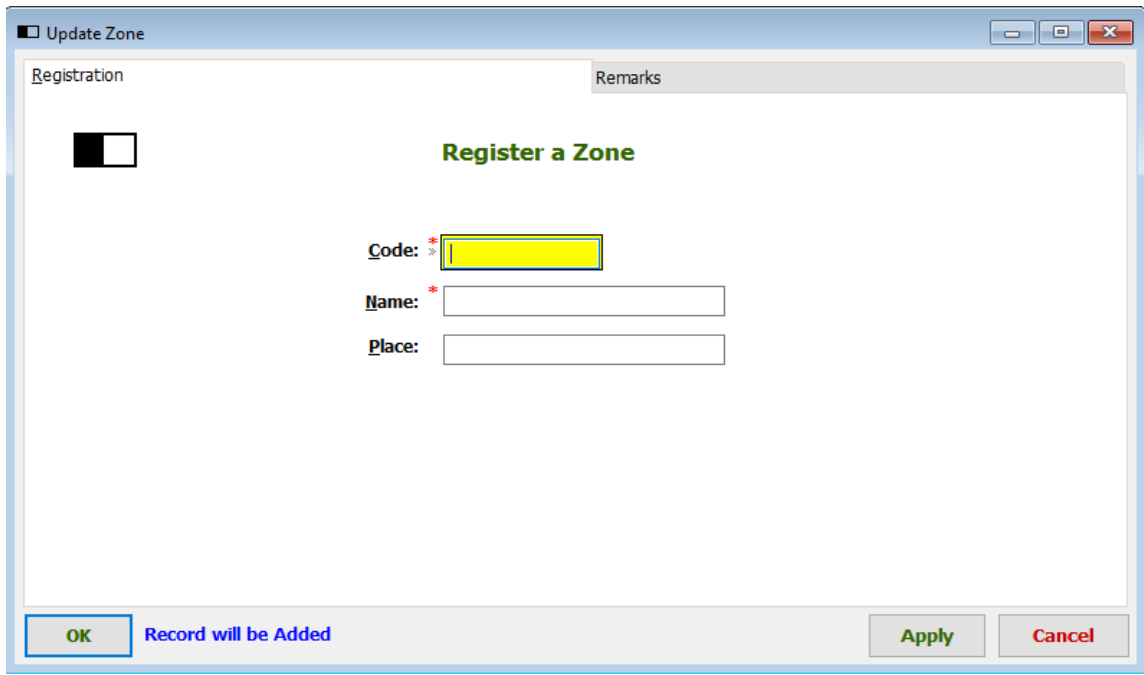



Zone

To create a „zone“, we click the „Overview“ button .



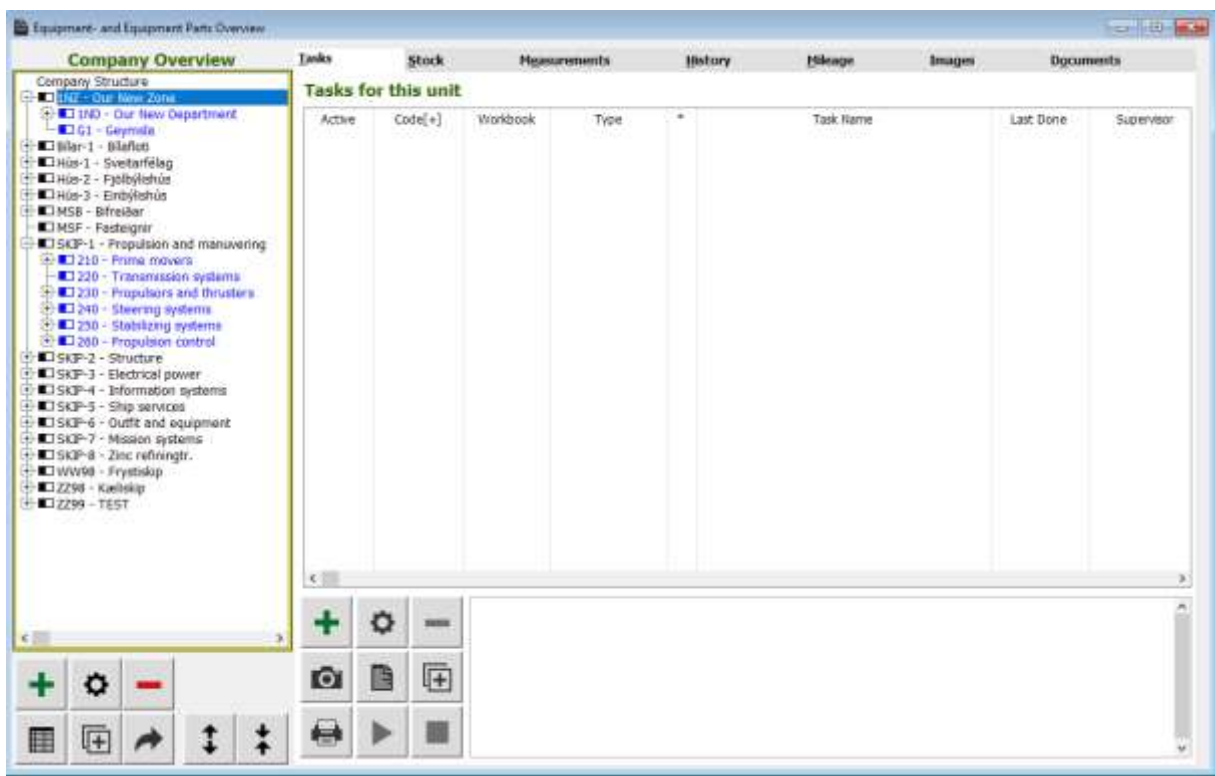
Go to the lower-left corner and press .




We enter a „Code“ of our own choosing, then **Name**, **Location** and press .

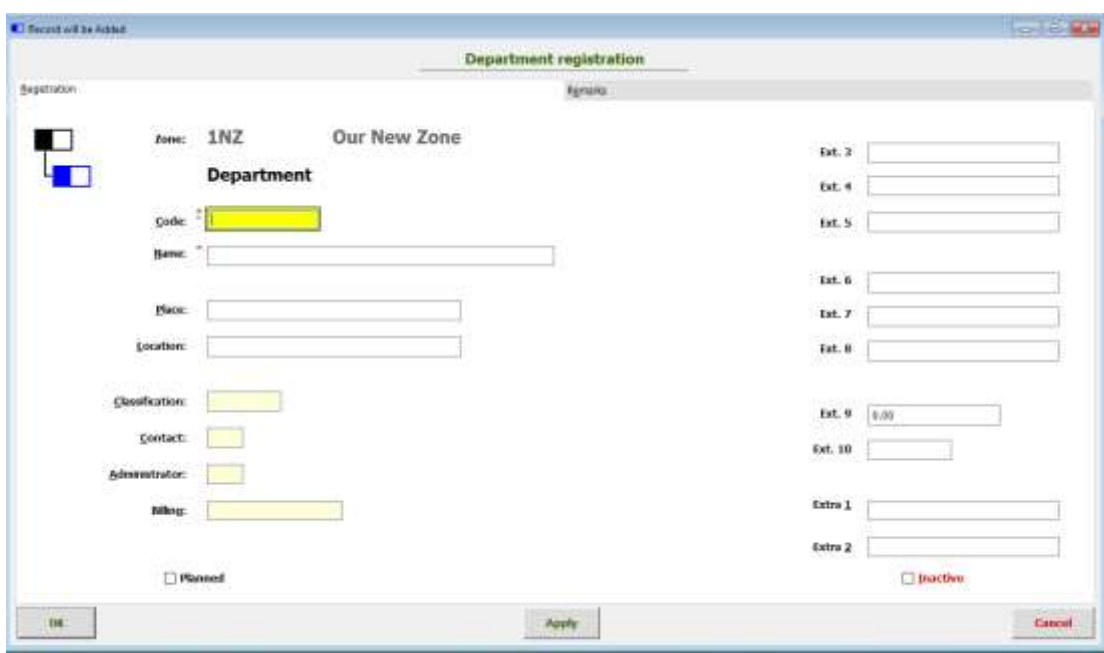
Department

Next we will make a „Department“ inside the „Zone“.

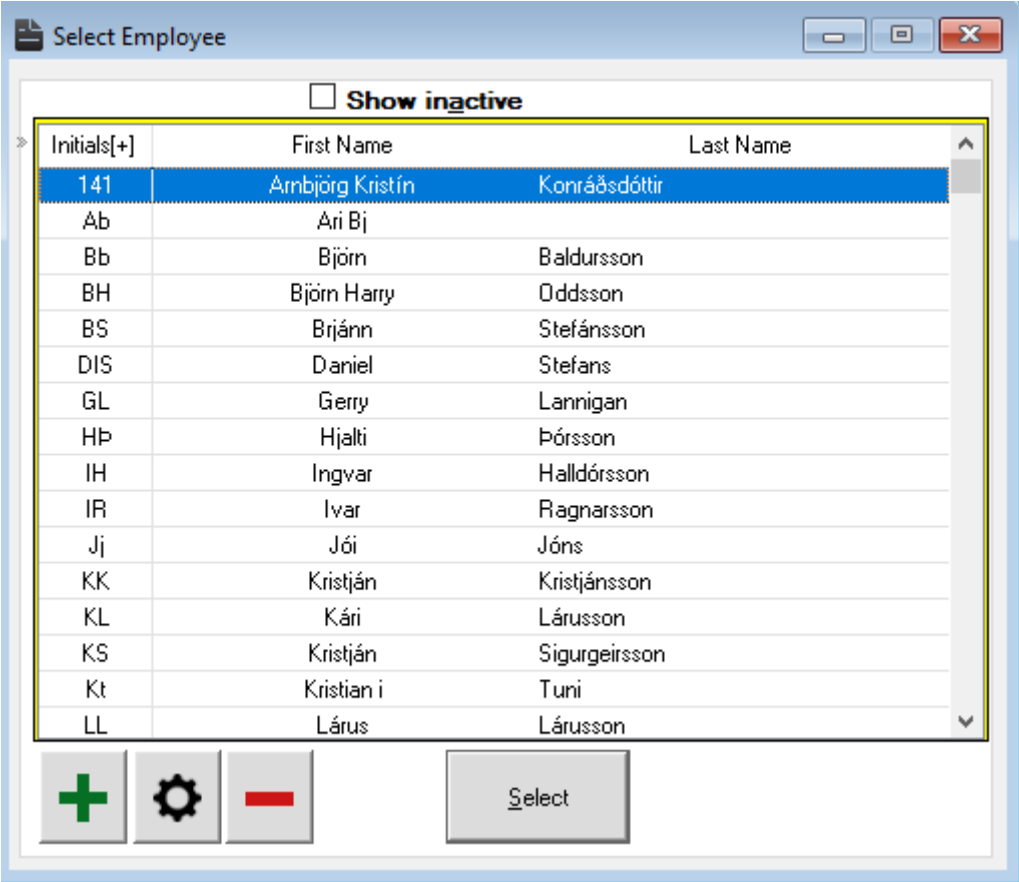


Select the „zone“ and press .

Here we need to fill in: „Name“, „Code“, and „administrator“.



To find the administrator, we right-click the box marked **Administrator**, a new window appears containing a list of all the employees.




Select the one you want to be in charge by double clicking the name.



After filling in all relevant information press


To see the „**department**“ we click the (+) sign in front of the „**Zone**“.

Equipment

To add „Equipment“ to the „Department“ we select the department and press .

Here we are required to enter a „Code“ and a „name“.

Equipment-Parts

To add Equipment-parts we select the equipment we want and press .

Like before, we need to fill in „Code“ and „Name“. The equipment-part will automatically use the same meter as the equipment.