

Maintx

Maintenance Management System



Short Tutorial:

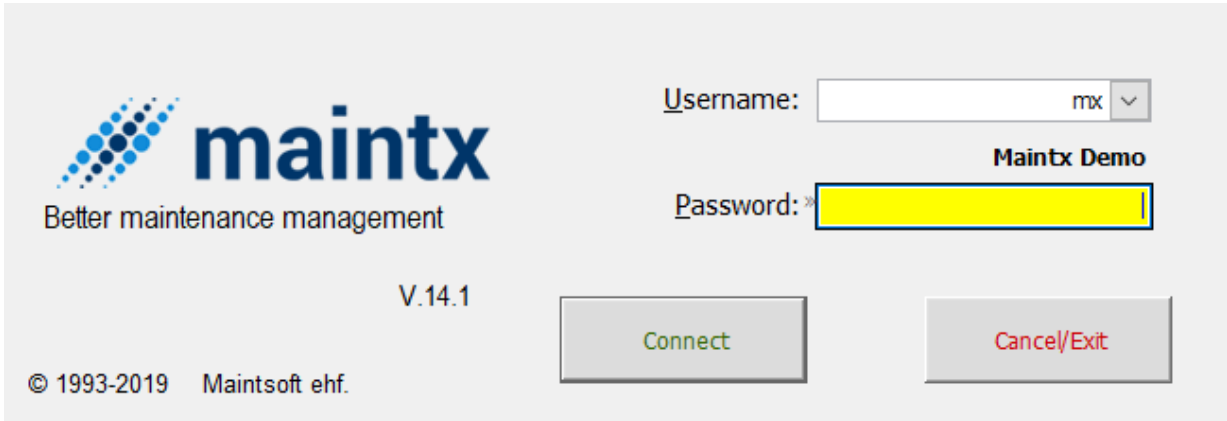
ZONES | DEPARTMENTS

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.



The image shows the login interface for MaintX. On the left is the logo with the text "maintx" and "Better maintenance management". Below the logo is the version "V.14.1" and the copyright "© 1993-2019 Maintsoft ehf.". On the right, there are two input fields: "Username:" with a dropdown menu showing "mx" and "Maintx Demo", and "Password:" with a yellow highlighted input box. At the bottom right are two buttons: "Connect" and "Cancel/Exit".

Zone

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

Equipment- and Equipment Parts Overview

Company Overview

Tasks for this unit

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

Overview of departments, Equipment and equipment parts

Go to the lower-left corner and press

Update Zone

Registration

Remarks

Register a Zone

Code: *

Name: *

Place:

Value:

Planned

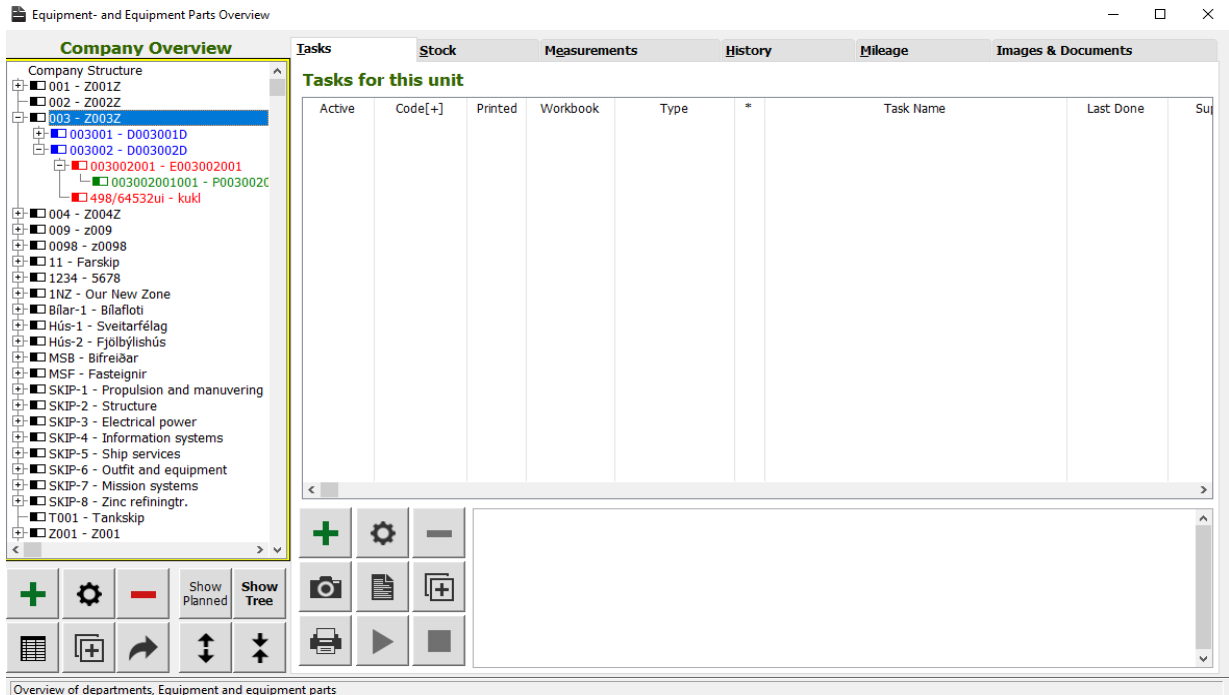
OK Record will be Added Apply Cancel

Name of Zone

We enter **Code**, **Name** and **Location** and press

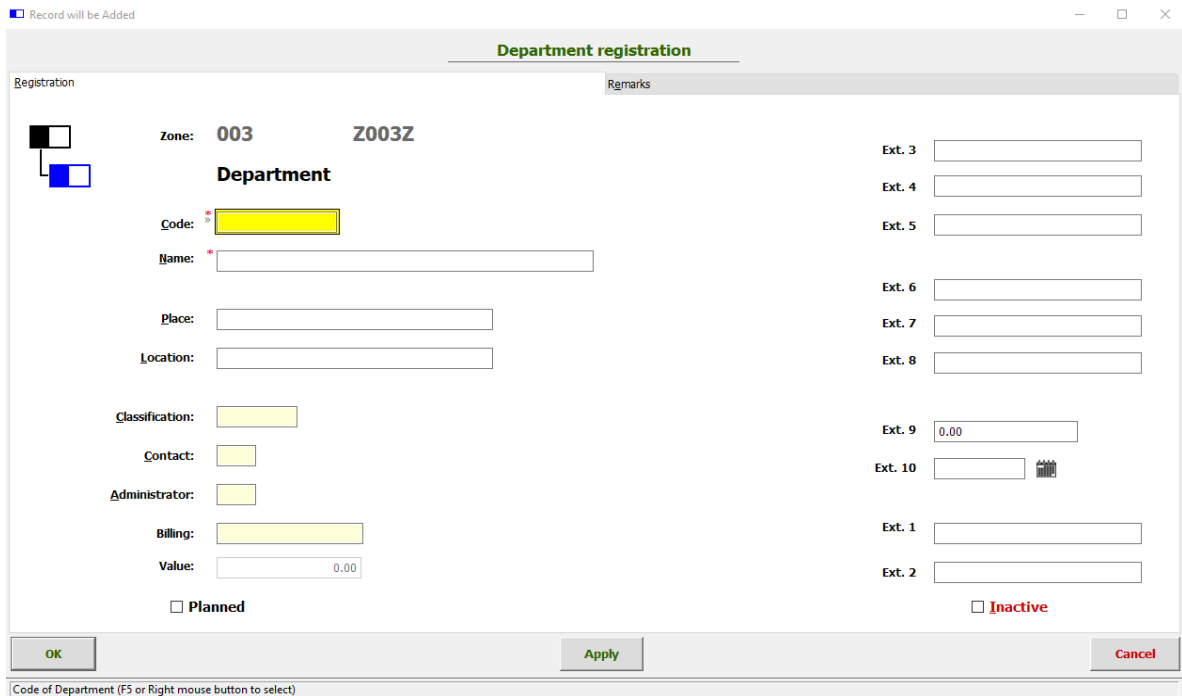
Department

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

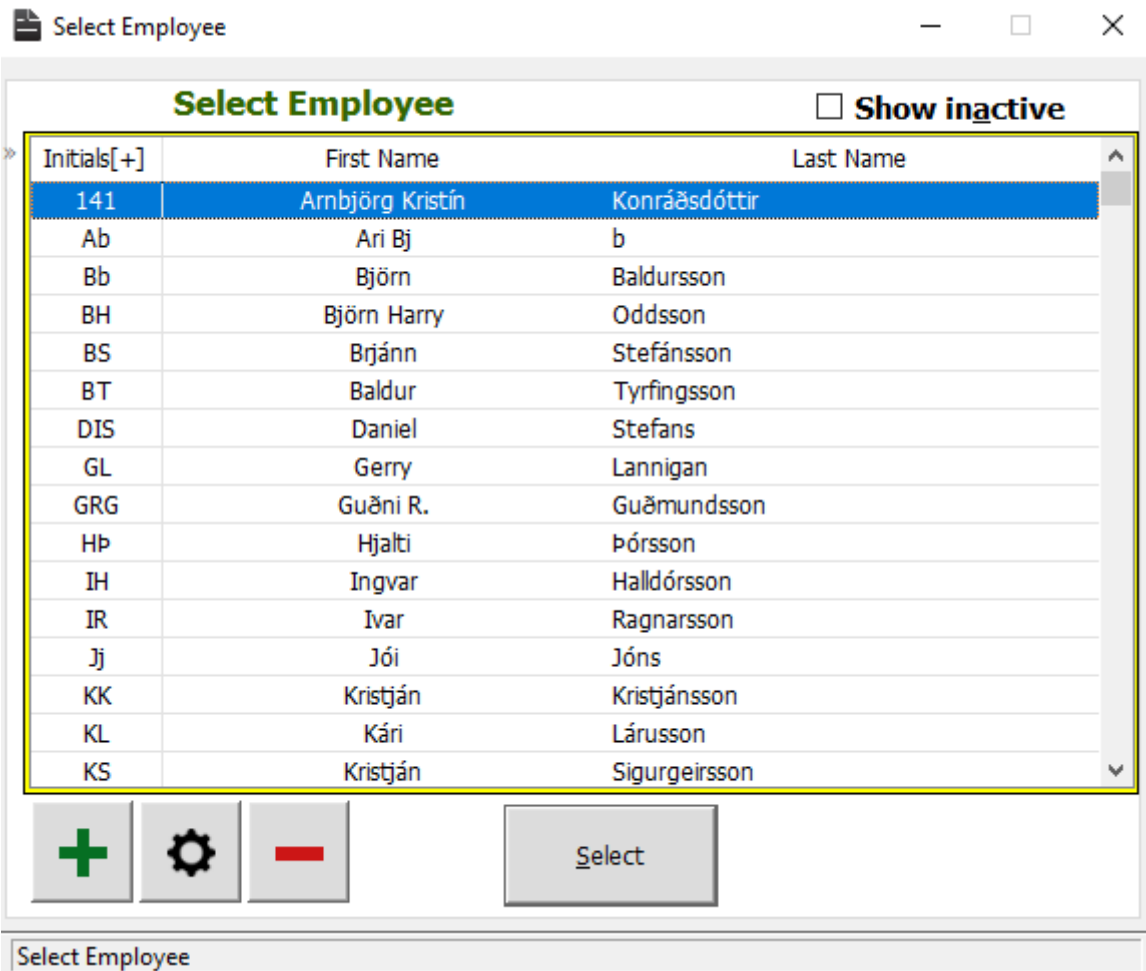


Select the „Zone“ and press

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

OK


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.