

# Maintx

## Maintenance Management System

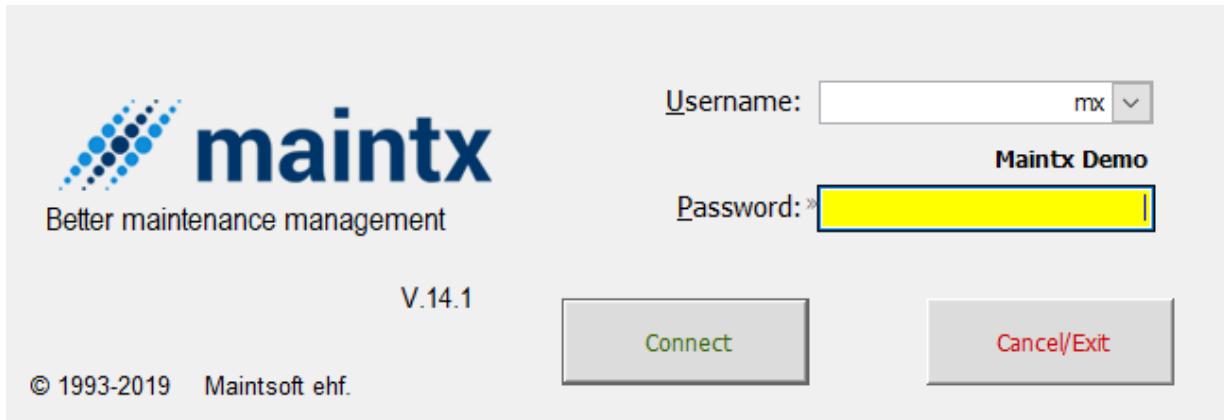


Short Tutorial:  
ZONES | DEPARTMENTS  
EQUIPMENT | EQUIPMENT-PARTS

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

Equipment- and Equipment Parts Overview

| Company Overview   |  | Tasks  | Stock | Measurements | History | Mileage | Images & Documents |  |
|--|--|--|-------|--------------|---------|---------|--------------------|--|
| <b>Company Structure</b><br>+ 001 - Z0012<br>+ 002 - Z0022<br>+ 003 - Z0032<br>+ 004 - Z0042<br>+ 009 - z009<br>+ 0098 - z0098<br>+ 11 - Farskip<br>+ 1234 - 5678<br>+ 1NZ - Our New Zone<br>+ Bilær-1 - Bilafotí<br>+ Hús-1 - Svertarfélög<br>+ Hús-2 - Fjölbýlishús<br>+ MSB - Bifreðar<br>+ MSF - Fasteignir<br>+ SKIP-1 - Propulsion and manuvering<br>+ SKIP-2 - Structure<br>+ SKIP-3 - Electrical power<br>+ SKIP-4 - Information systems<br>+ SKIP-5 - Ship services<br>+ SKIP-6 - Outfit and equipment<br>+ SKIP-7 - Mission systems<br>+ SKIP-8 - Zinc refiningtr.<br>+ T001 - tankskip<br>+ Z001 - Z001<br>+ ZZ98 - Kæliskip<br>+ ZZ99 - TEST<br>+ ZZZ9 - Gæðastjórnun  |  | <b>Tasks for this unit</b><br>Active    Code[+]    Printed    Workbook    Type    *    Task Name    Last Done    Sub |       |              |         |         |                    |  |
| <input style="width: 20px; height: 20px; margin-right: 10px;" type="button" value="+"/> <input style="width: 20px; height: 20px; margin-right: 10px;" type="button" value="gear"/> <input style="width: 20px; height: 20px; margin-right: 10px;" type="button" value="-"/><br><input style="width: 20px; height: 20px; margin-right: 10px;" type="button" value="camera"/> <input style="width: 20px; height: 20px; margin-right: 10px;" type="button" value="file"/> <input style="width: 20px; height: 20px; margin-right: 10px;" type="button" value="plus"/><br><input style="width: 20px; height: 20px; margin-right: 10px;" type="button" value="list"/> <input style="width: 20px; height: 20px; margin-right: 10px;" type="button" value="play"/> <input style="width: 20px; height: 20px;" type="button" value="square"/> |  |  |       |              |         |         |                    |  |

Overview of departments, Equipment and equipment parts

Go to the lower-left corner and press

Update Zone

| Registration   | Remarks                           |
|--|-----------------------------------|
| <input type="checkbox"/>   | <b>Register a Zone</b>            |
| <b>Code:</b> *   | <input type="text"/>              |
| <b>Name:</b> *   | <input type="text"/>              |
| <b>Place:</b>  | <input type="text"/>              |
| <b>Value:</b>  | <input type="text" value="0.00"/> |
| <input type="checkbox"/> <b>Planned</b>  |                                   |
| <input style="background-color: #0070C0; color: white; border: none; padding: 5px; margin-right: 10px;" type="button" value="OK"/> Record will be Added <input style="border: 1px solid #0070C0; color: #0070C0; padding: 5px; margin-right: 10px;" type="button" value="Apply"/> <input style="border: 1px solid #0070C0; color: #0070C0; padding: 5px;" type="button" value="Cancel"/> |                                   |
| <input type="text" value="Name of Zone"/>  |                                   |

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

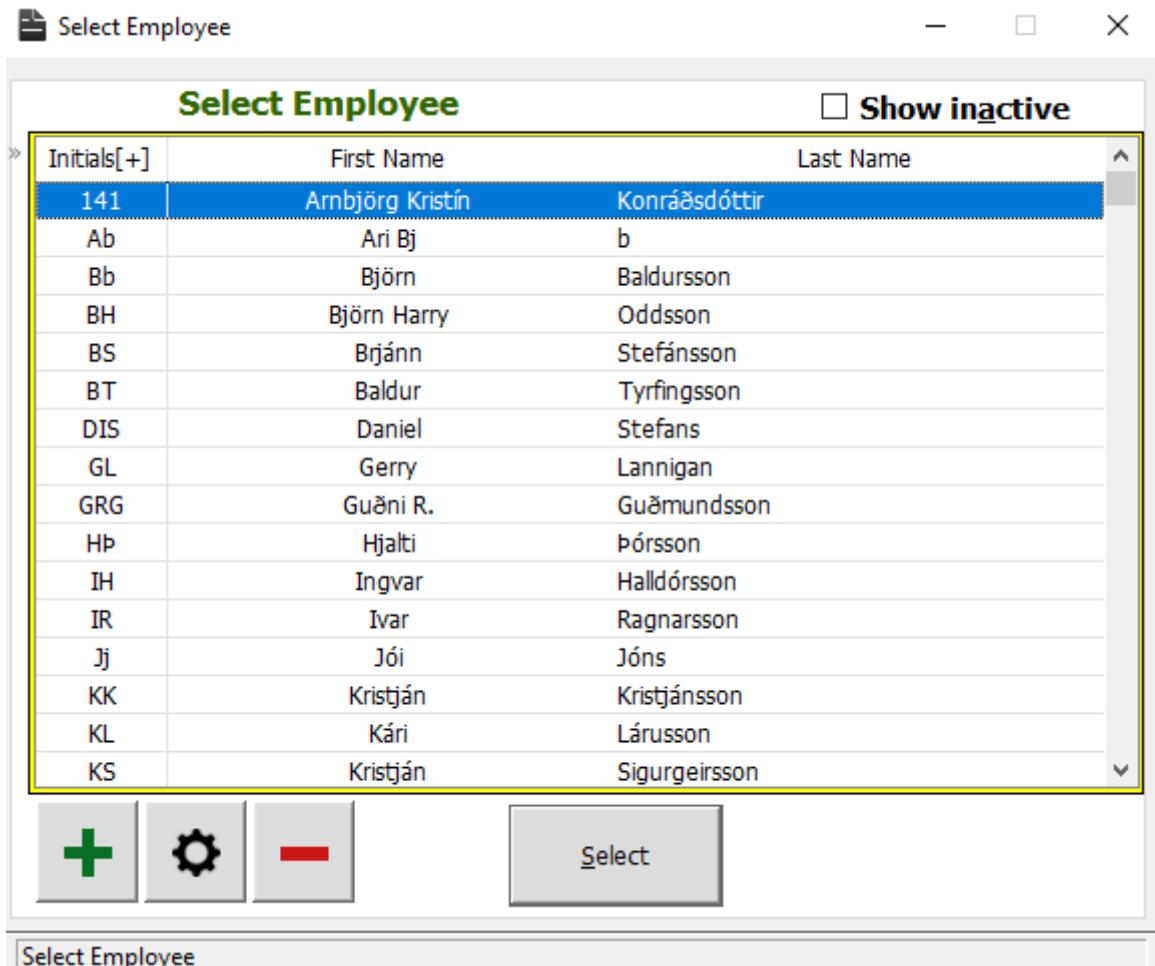
## Department

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 Employee

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

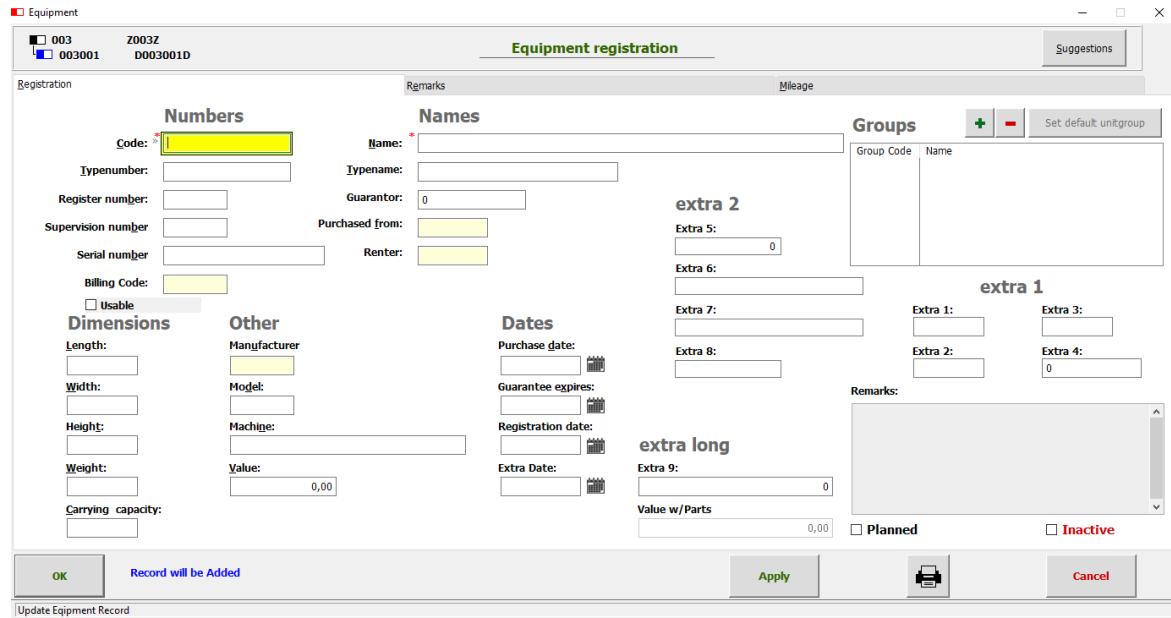
**OK**

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 .

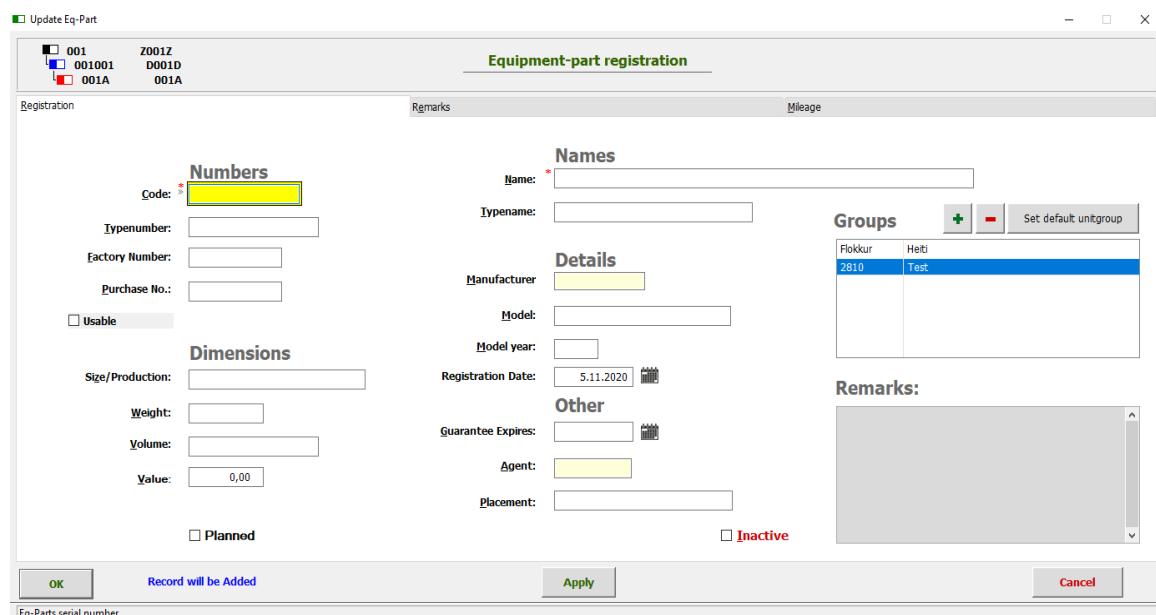


The screenshot shows the "Equipment registration" window. At the top left, there's a tree view with nodes 003, Z003Z, 003001, D003001D. The main area has tabs for "Registration", "Remarks", and "Mileage". Under "Registration", there are sections for "Numbers" (Code, Typenumber, Register number, Supervision number, Serial number, Billing Code), "Names" (Name, Typename, Guarantor), "Dimensions" (Length, Width, Height, Weight, Carrying capacity), "Other" (Manufacturer, Model, Machine, Value), and "Dates" (Purchase date, Guarantee expires, Registration date, Extra Date). To the right, there's a "Groups" section with a table for Group Code and Name, and several "extra" fields (extra 1 through extra 9) for additional data. At the bottom, there are buttons for "OK", "Record will be Added", "Apply", "Print", and "Cancel".

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 .



The screenshot shows the "Equipment-part registration" window. At the top left, there's a tree view with nodes 001, Z001Z, 001001, D001D, 001A. The main area has tabs for "Registration", "Remarks", and "Mileage". Under "Registration", there are sections for "Numbers" (Code, Typenumber, Factory Number, Purchase No.), "Dimensions" (Size/Production, Weight, Volume, Value), and "Details" (Manufacturer, Model, Model year, Registration Date, 5.11.2020). To the right, there's a "Groups" section with a table for Flokkur and Hetti, and several "extra" fields (extra 1 through extra 9). There's also a "Remarks" section. At the bottom, there are buttons for "OK", "Record will be Added", "Apply", "Print", and "Cancel".

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