Maintx

Maintenance Management System

Short Tutorial:

ZONES | DEPARTMENTS

EQUIPMENT | EQUIPMENT-PARTS

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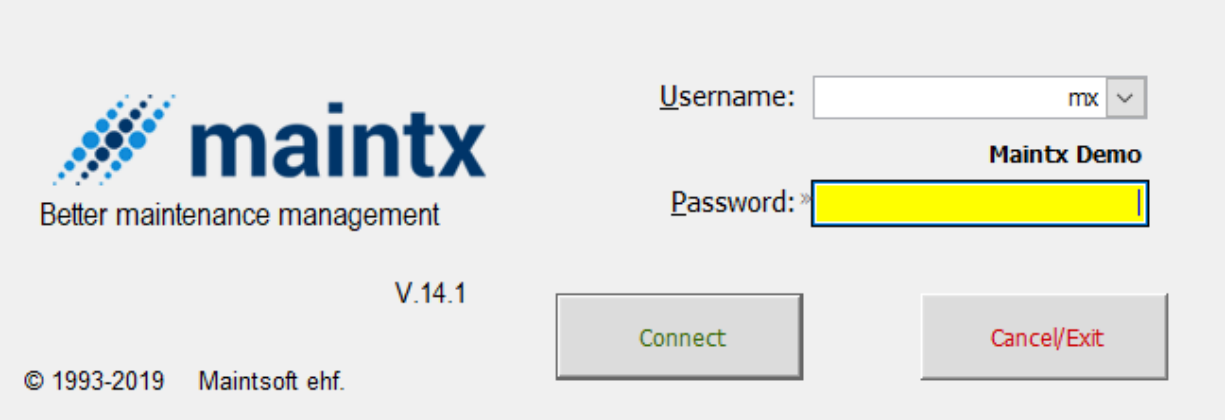
In a few easy steps we will set up

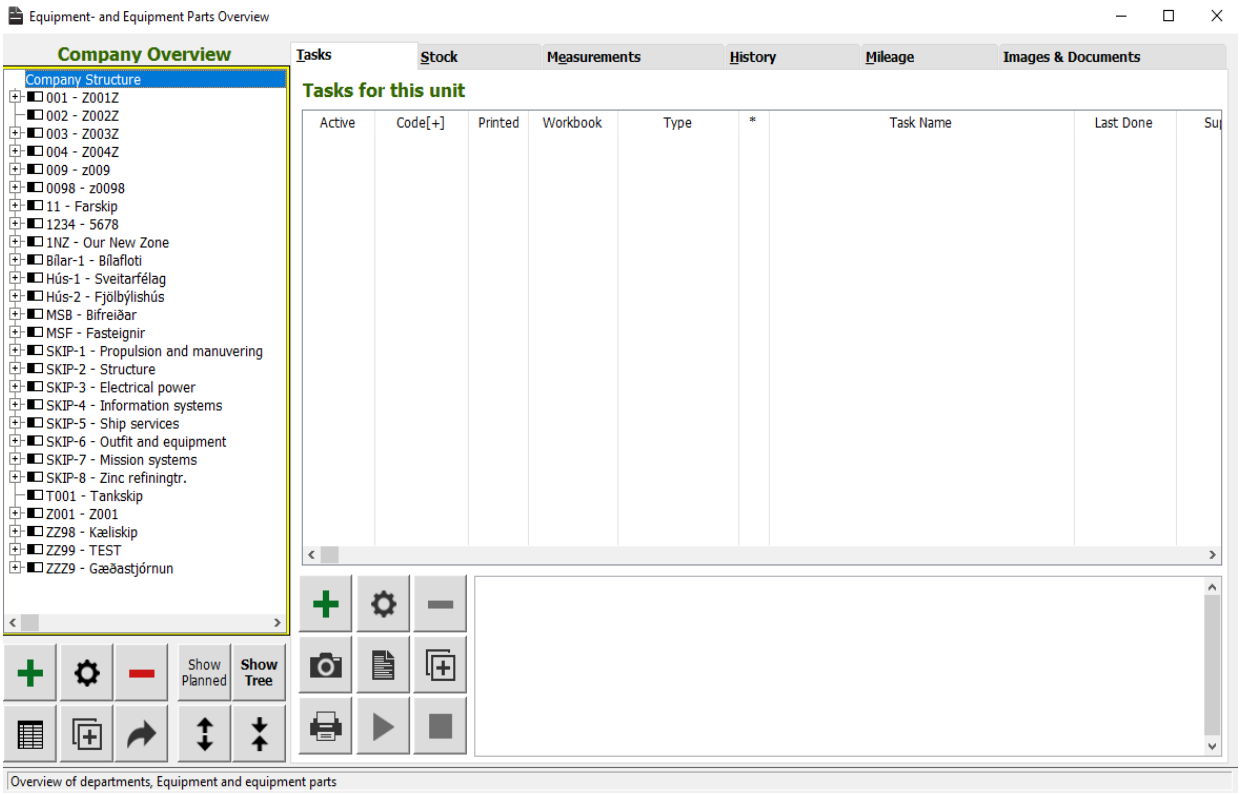
Zones, Departments, Equipment and **Equipment-Parts**.

We start by signing in to MaintX.

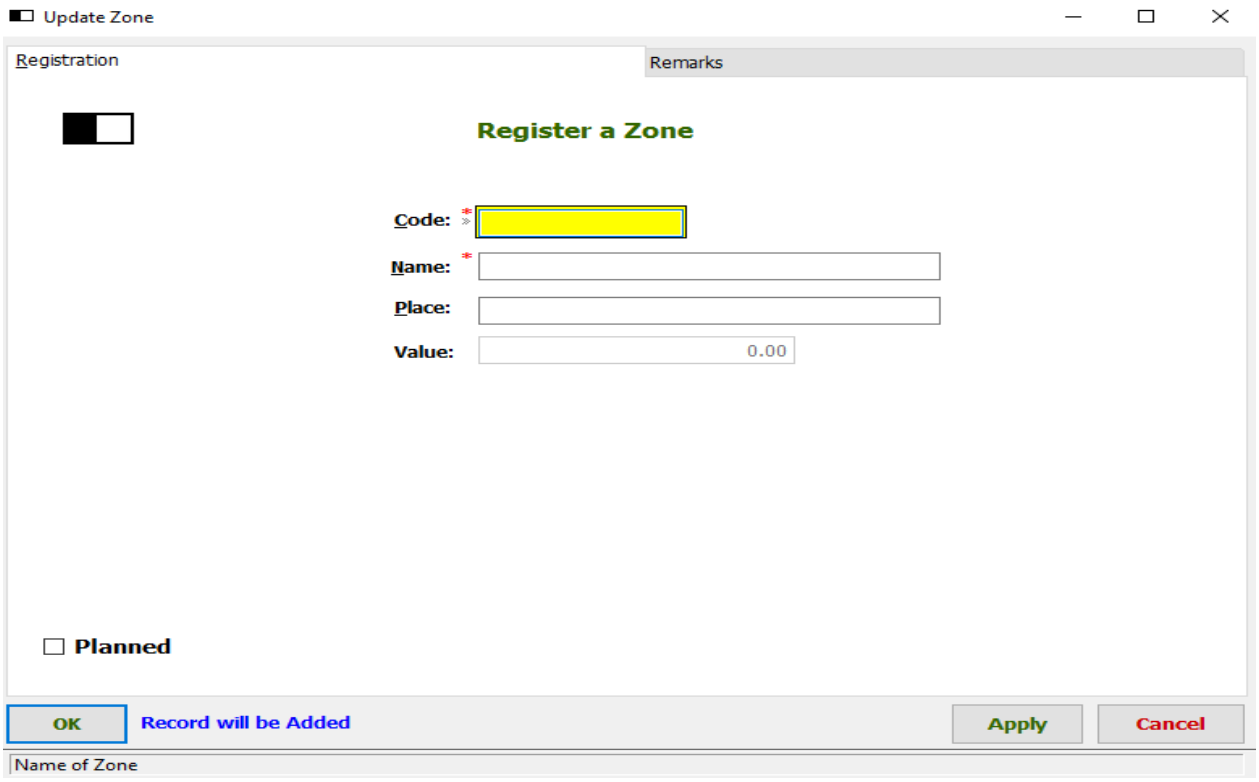


Zone

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



Go to the lower-left corner and press .



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

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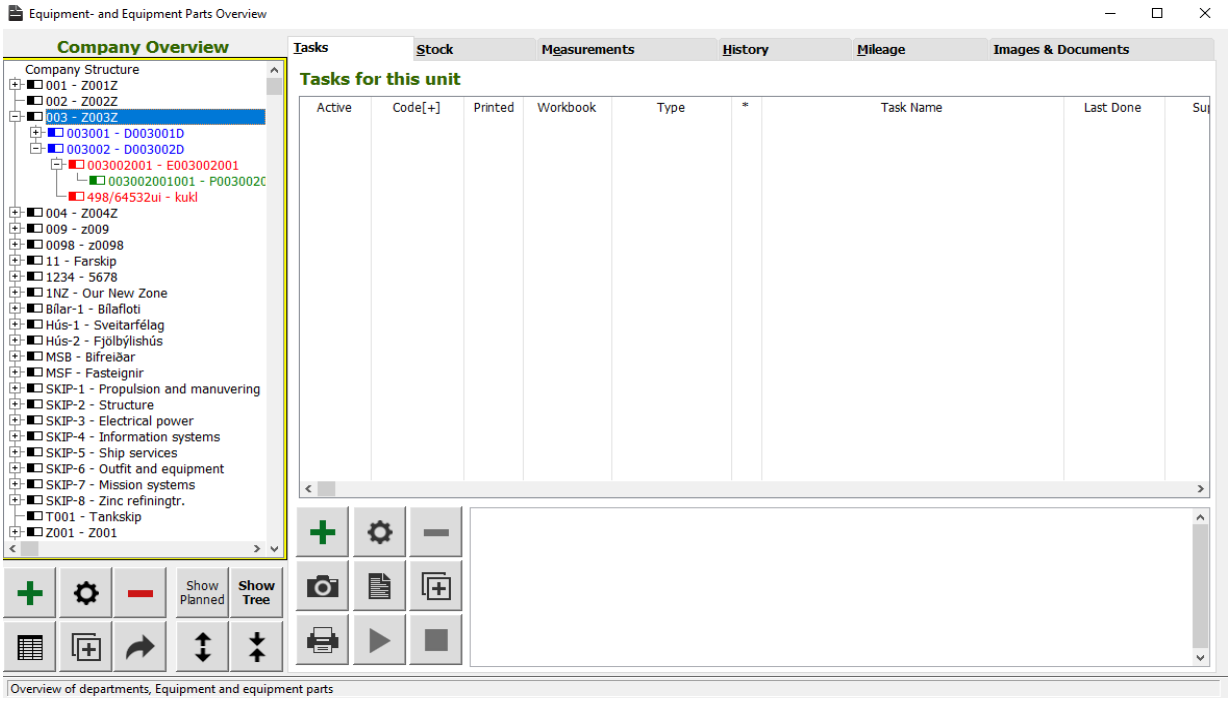
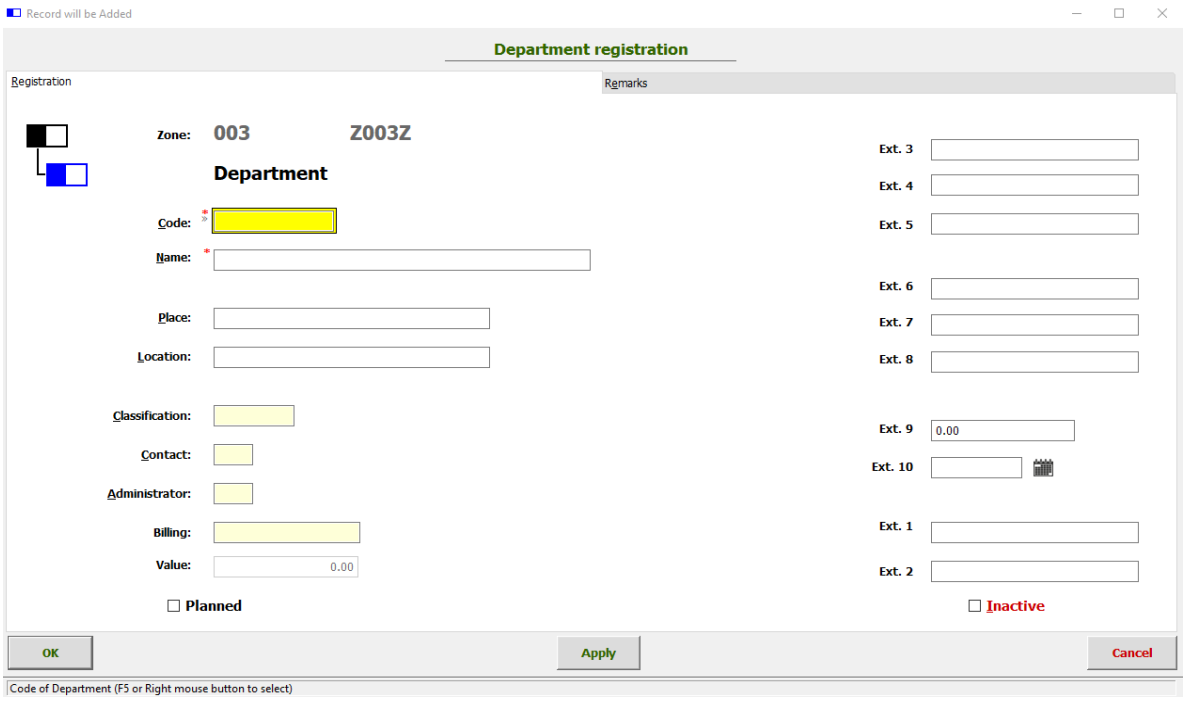
Department

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.

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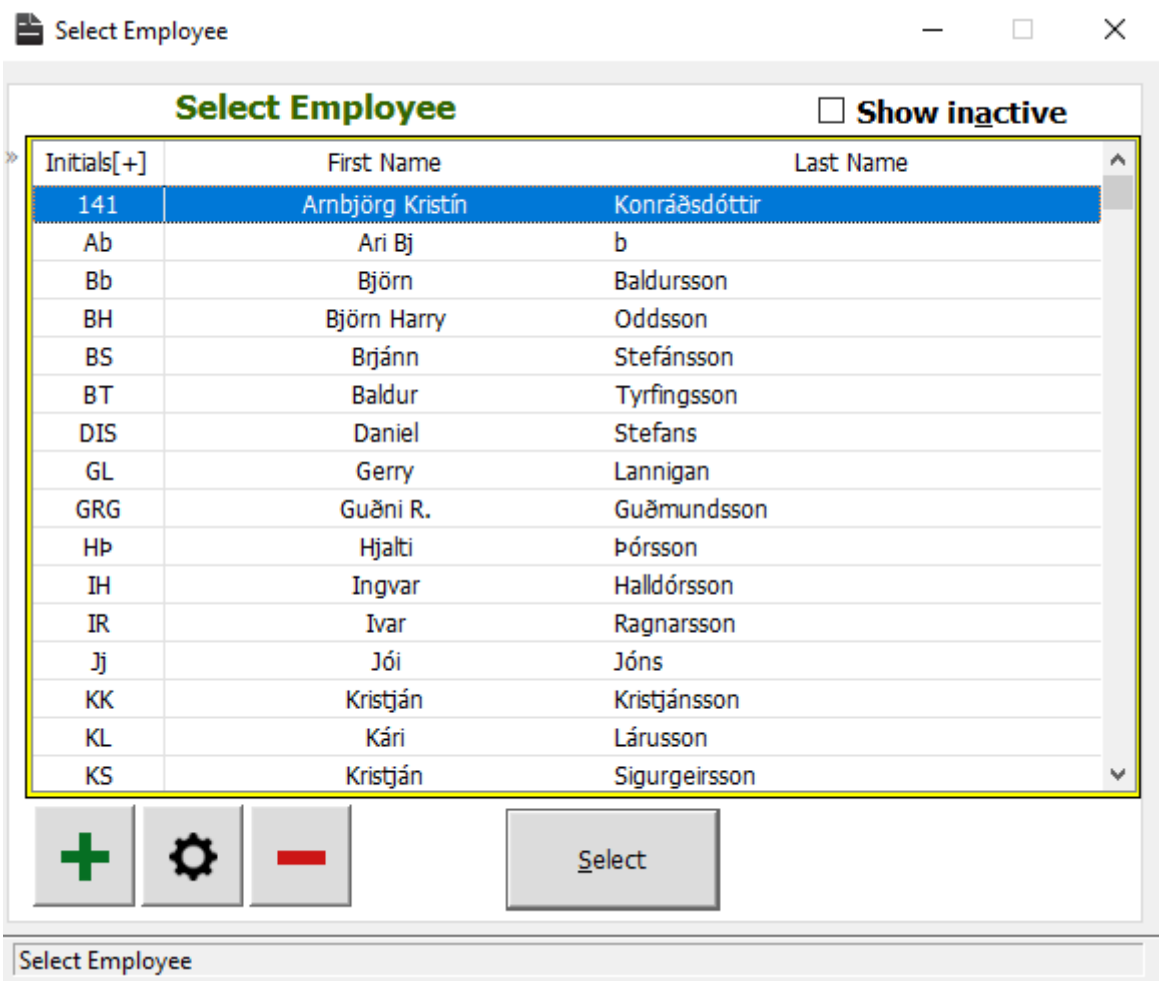

Select the one you want to be in charge by double clicking the name.

After filling in all relevant information press

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

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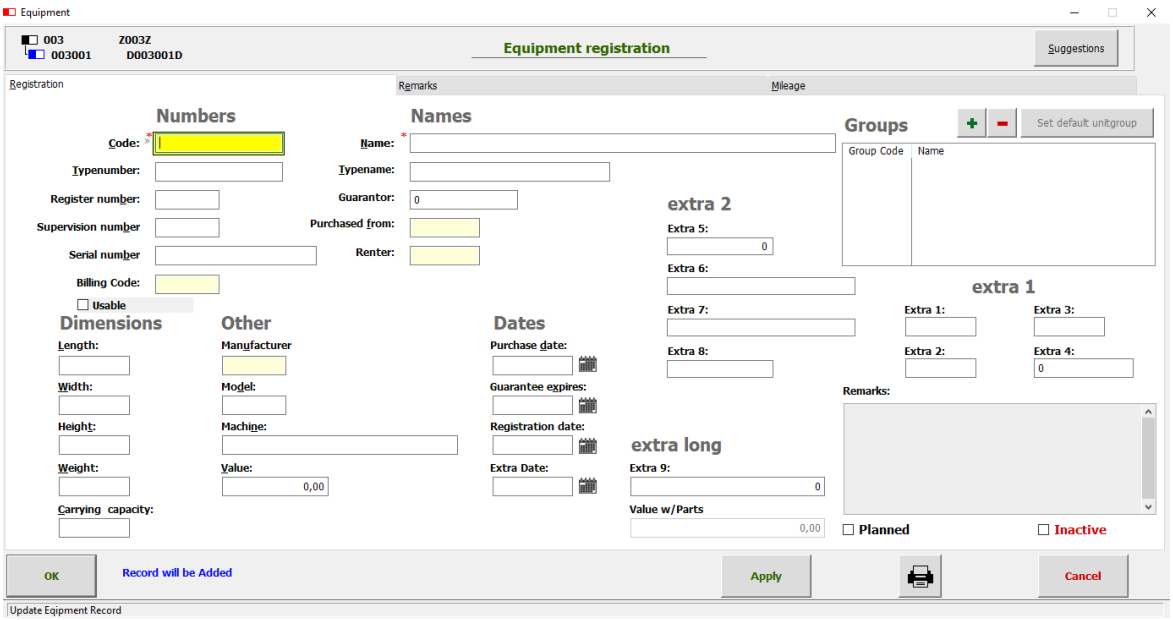
Equipment

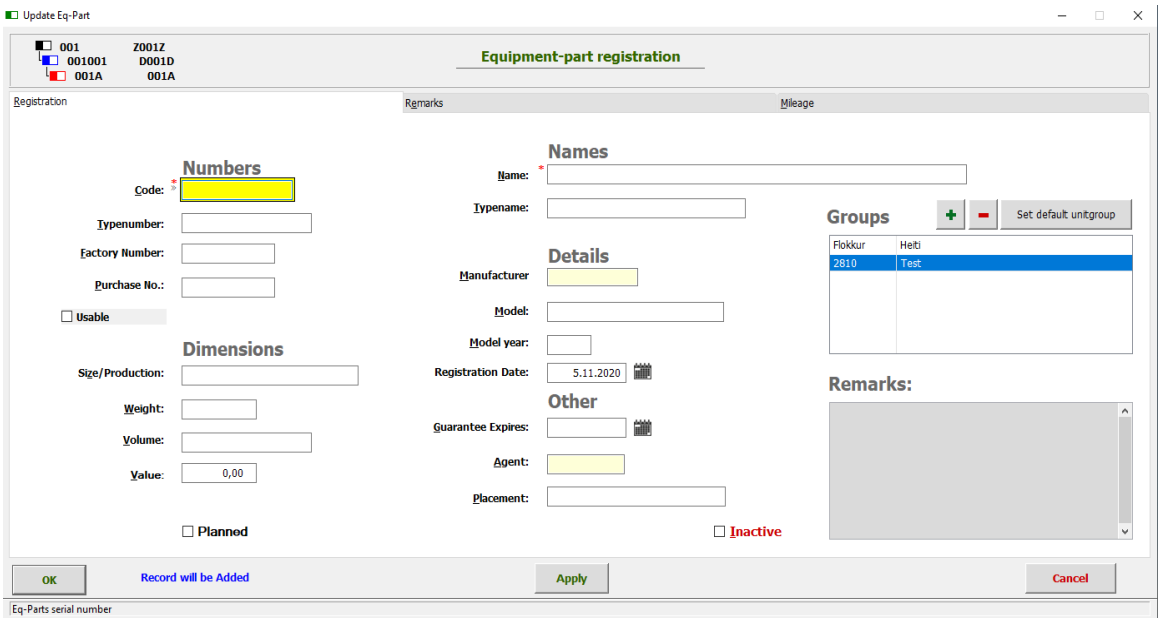
To add „**Equipment**“ to the „**Department**“ we select the department and press .



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.

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