

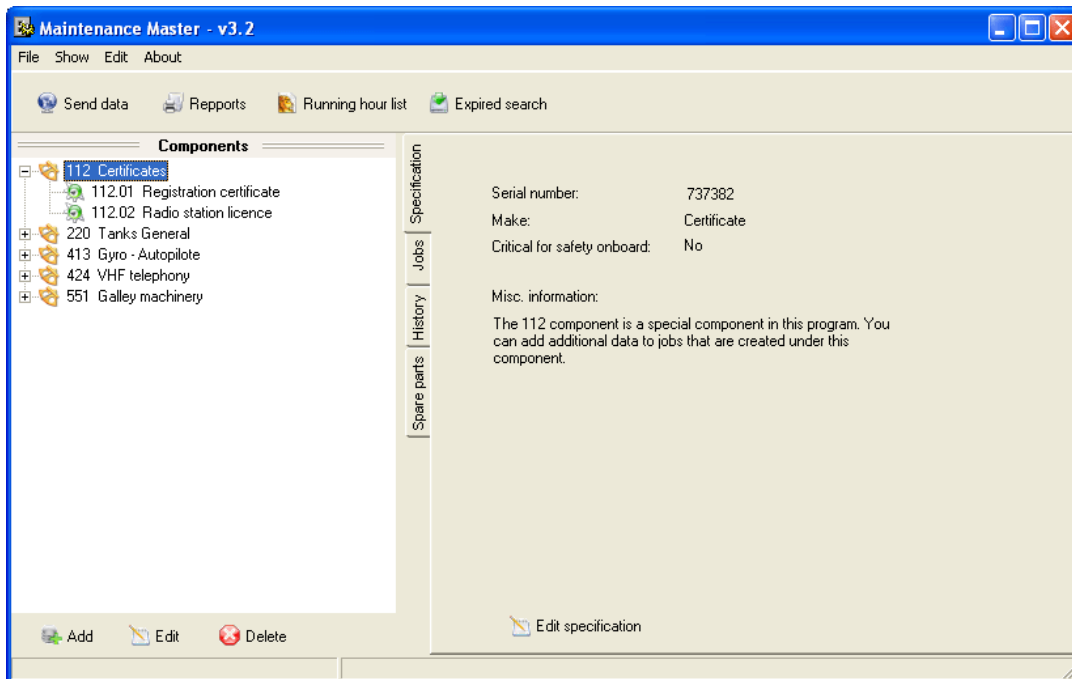
Maintenance Master

Application Guide

Short description of the system

With Maintenance Master you can keep track of ship components and jobs that needs to be addressed. You can also print reports about jobs that have been finished or needs to be addressed in the near future. For data that have expiration date, it is possible to set up email notification on the office version, so you can get warnings about data that are about to expire or that have already expired.

Overview of the main window:



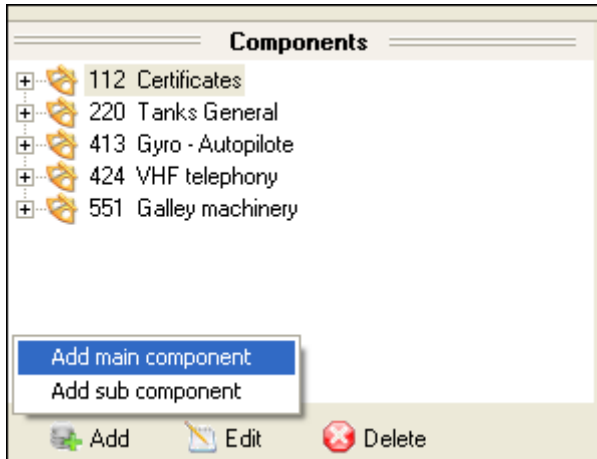
From the main window, you can add, edit and delete main and subcomponents (on the left hand side of the window), edit jobs, specifications, spare parts and look at jobs that have been signed out (history). You can also look at expired jobs, reports and edit the running hour main list.

Adding and updating components

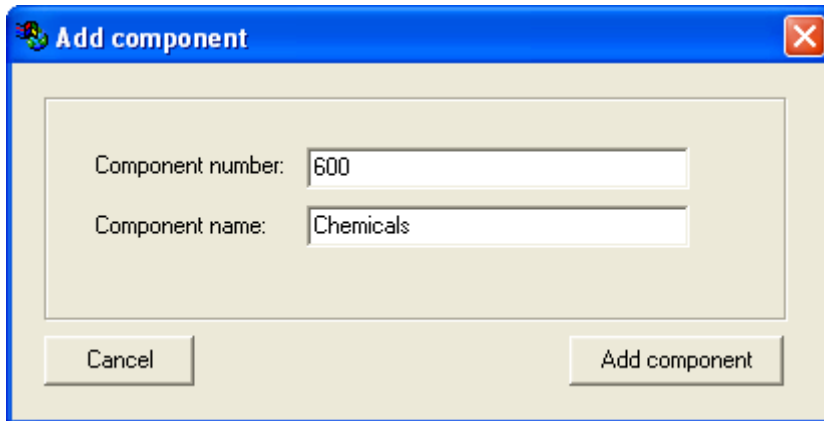
The program lets you add, edit and delete main and sub components (left hand side in the main window).

This is how to add a main component and then a sub component:

To add a main component, click “Add main component” from the menu that pops up when you click the add button under the component list.



Enter the number and name for the component:



To add a subcomponent to the newly added main component, select "Add sub component" from the menu that pops up on the add button.



In the add component window, enter the subcomponent number and name:

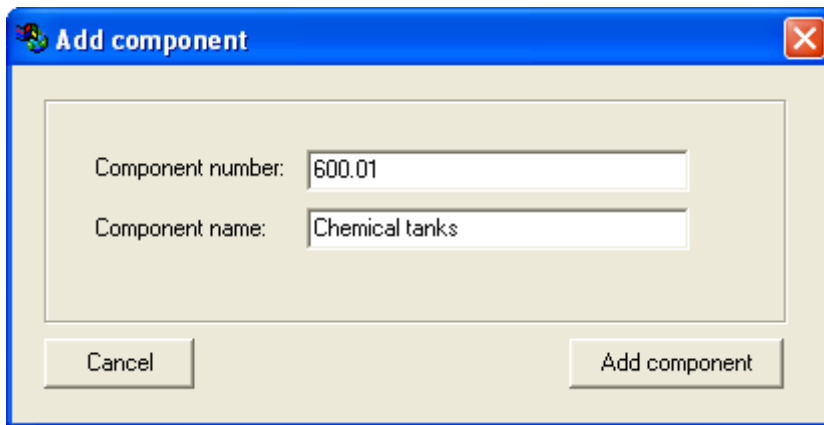
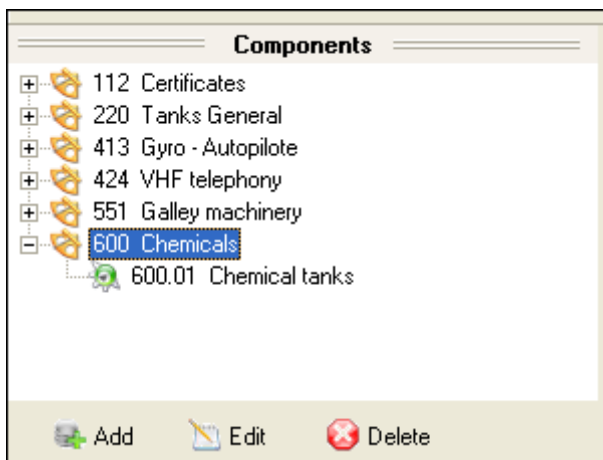


Figure below shows how it looks for the main component and subcomponent that we added above:



Note: You can create sub components of sub components as well. For example if you create a sub component 600.01.02 it will end up under the 600.01 sub component.

Running hour main list

Some components use running hours (for example engine parts) instead of expiration date. To enable running hours for a component, add it to the running hour list:

Add running hour mainlist element

Filter list by:

Main components Sub components

Select component:

Running hours today:

Add..

Components already in the list:

Component	R.hours today	Last modified
220	4000	12.12.2011
413	2000	12.12.2011

Update.. Delete..

Close window

Note that in the figure above, two main components have been added to the running hour list. Main component 413 and 220. All jobs, including jobs that are added to subcomponents of 413 and 220, for example subcomponent 413.01 and 220.11, will all have the option to select running hours when you add a job for the component. All sub components will use the main components running hours (as in the example above) unless you add sub components with its own running hours into the list. In that case the subcomponents will use the running hours of the nearest owning component in the running hour list.

Add job

Jobtype: Kon
Controll/Maintenance

Job name: Oil Change

Description: Check and change oil if needed.

Expire type: Date Running hours

R hours interval: 2000

Expired (R.Hours): 4000

Interval (date): Mnds

Expired (date): ...

Department: M
Machine

Certificate info..

Cancel Add

In the figure above, a job is added to the 220.11 component. As you can see, you can select to either use running hours or date for this job.

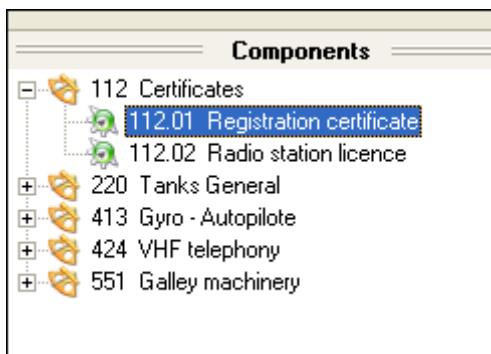
Adding and signing out jobs (create history)

Under the main window, you can add, delete, edit and sign out jobs. In the window below you can see how it looks when editing a job:


As you will notice from the figure above, for this type of job it is not possible to select anything for the R hour's interval (running hour interval) and Expired (Running hours). To be able to create jobs that use running hours, you have to add the main component that this job is related to, in the running hour list (see the running hour list section above).



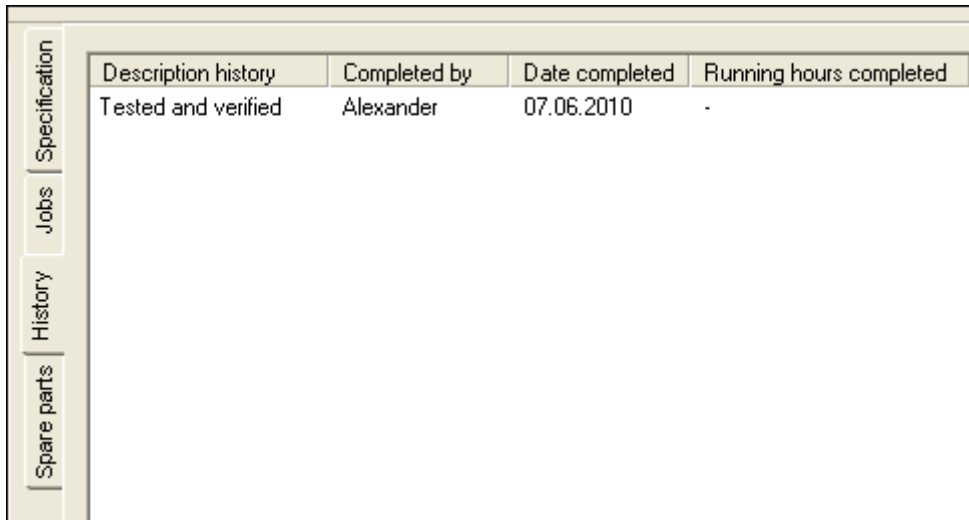
The “certificate info” button in the edit job window above is only available when you create jobs for the 112 Certificate and its subcomponent.



When you press the sign out button under the jobs list in the main window,

 Sign out

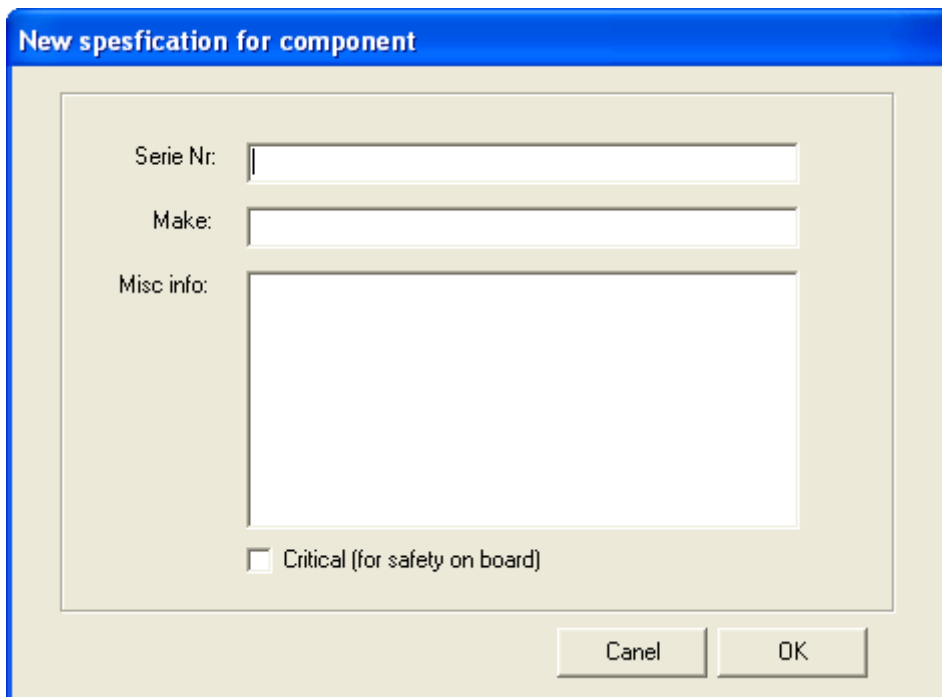
you will create a history item for the job that you just signed out:



Description history	Completed by	Date completed	Running hours completed
Tested and verified	Alexander	07.06.2010	-

Adding specification

To add a specification to a main component, or subcomponent, press the specification button under the main window. See window below:



New spesfication for component

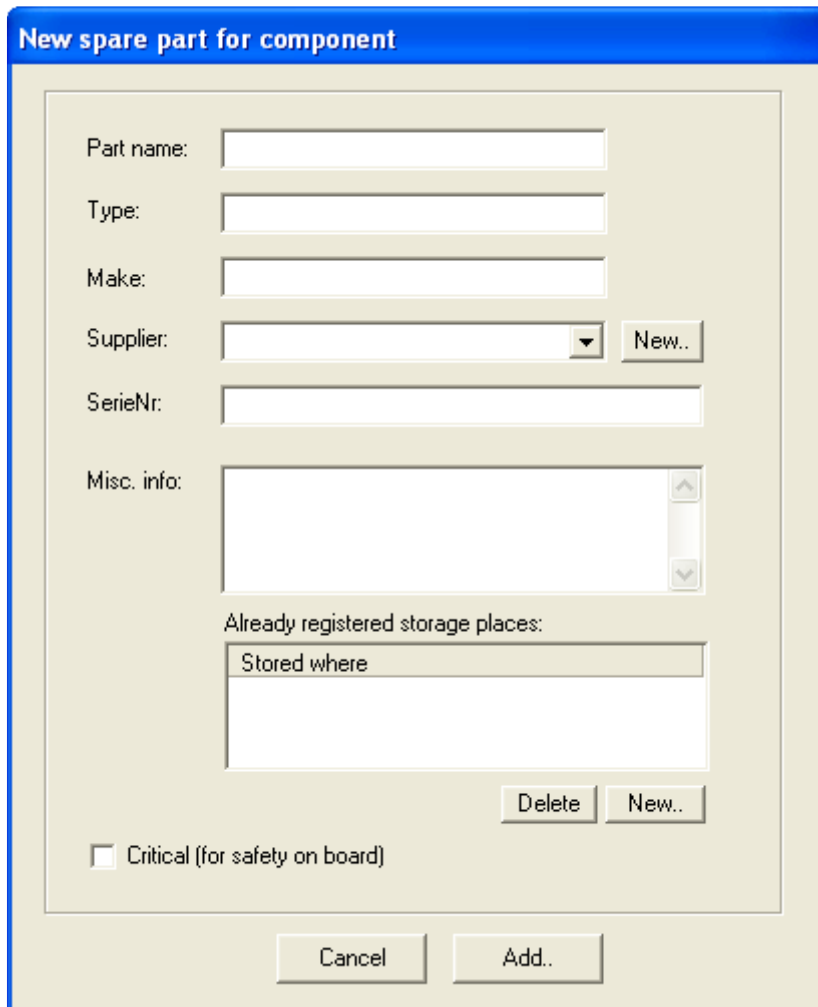
Serie Nr:

Make:

Misc info:

Critical (for safety on board)

Adding spare parts



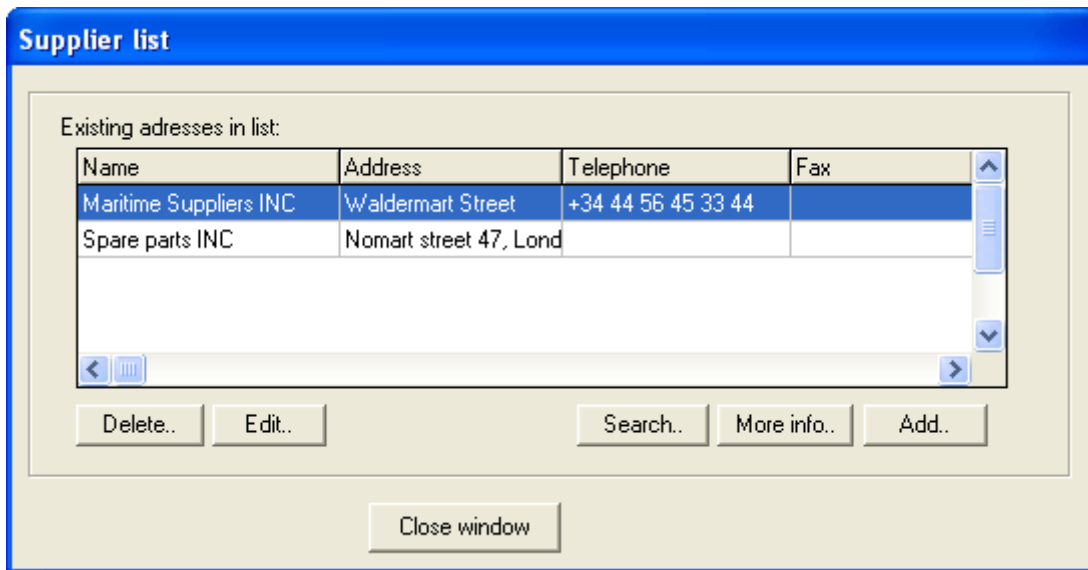
The image shows a software dialog box titled "New spare part for component". It contains several input fields and buttons:

- Part name:** A text input field.
- Type:** A text input field.
- Make:** A text input field.
- Supplier:** A dropdown menu with a "New.." button to its right.
- SerieNr:** A text input field.
- Misc. info:** A large text area with scrollbars.
- Already registered storage places:** A section containing a list box with the text "Stored where" and a "New.." button to its right.
- Buttons:** "Delete" and "New.." buttons are located below the storage places list. At the bottom of the dialog are "Cancel" and "Add.." buttons.
- Checkbox:** A checkbox labeled "Critical (for safety on board)" is located at the bottom left.

Note that from the spare parts window, you can add a supplier, but to edit and delete a supplier you should use the supplier overview window (see Add and update supplier list section below).

Add and update supplier list

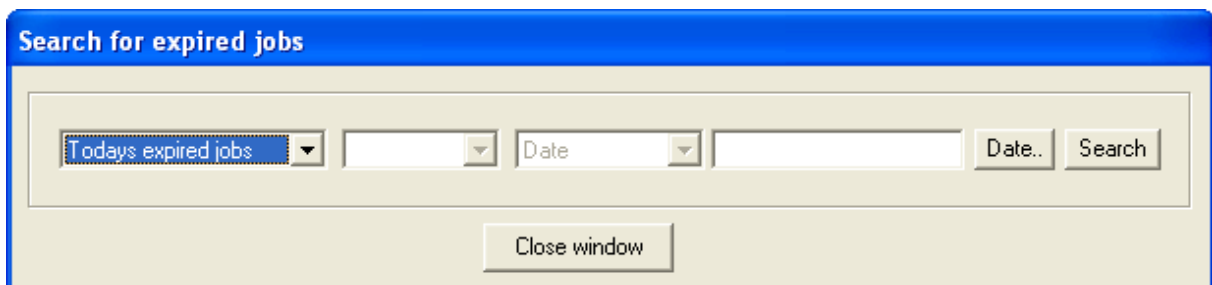
In addition to adding a supplier from the add spare parts window, you also add a suppliers from the menu Show->Address list of supplier. The window that pops up is as below:



In this window you can, both search, edit and delete suppliers.

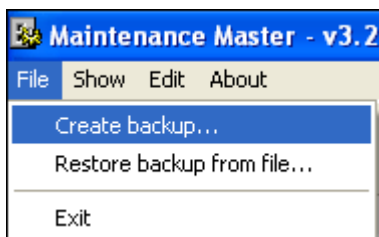
Search for jobs

To search for jobs, press the expired search button in the main window. The window that pops up lets you search for expired jobs by specifying a search criteria.



In the search window it is also possible to search for jobs by job type, running hour expiration or date expiration. You can sign out jobs from the search result window.

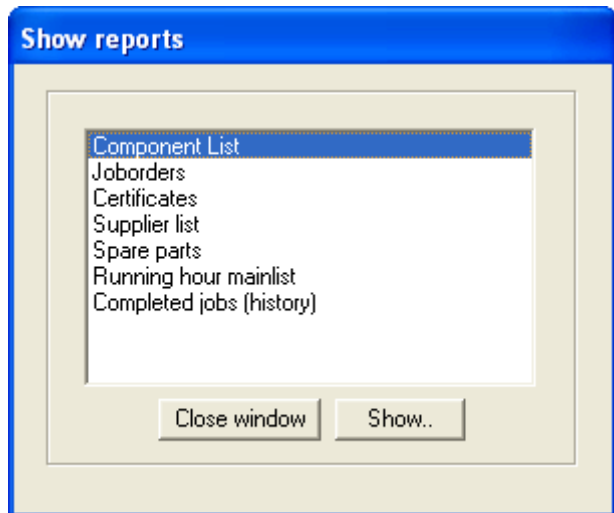
Create backup



To create a backup, select File->Create backup. When the backup is done you can use this backup on the multi user (office) version to import the boats data, or keep the backup so that you can restore the database to the state of the time of backup.

To restore a backup select File->Restore backup.

Reports



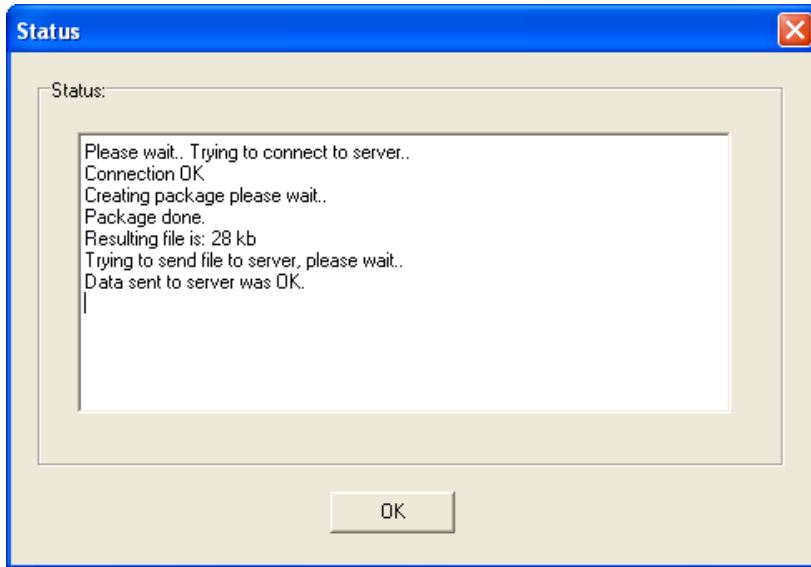
There are currently 7 reports available in the program. The reports are:

- Component list: Get an overview of all main components and subcomponents in the system.
- Job orders: Get an overview of jobs that have expired, or will expire within the date or running hour that you specify as search criteria when you run the report.
- Certificates: The 112 component is a special component in this system. It is reserved for certificates, and with this report you will get an overview of all certificate components.
- Supplier list: Here you get an overview of the name, address, fax and phone number and email to all the suppliers added to the system.
- Spare parts: Spare parts overview.
- Running hour main list: Get an overview of components that have been added to the running hour main list, with the running hour today listed next to the component.
- Completed jobs: Get a list of jobs completed in a set interval (from date - to date).

Send data to office

With the send data functionality, you can send the data from the boat version to an office version that can keep track of the data from all of the vessels. The office version, also have built in functionality to send out notifications when data is about to expire (it is possible to set the interval) or have already expired. This way, you will never have to forget to do maintenance on the specified date.

After you press the send data button. This window will appear:



It will let you know if the data was sent OK, how big the resulting file was and if there were any issues sending it to the server.

This is how the office version looks like when it is waiting to get connections from the vessels.

