

Version 4.01 / 4.02 for VISTA or Windows 7

Installing your Software:

CD-ROM Installation: Insert the CD-ROM with the MMS software in the CD drive.

NOTE: Close any open Windows program before the installation.

For NT, Vista, Windows 7: **Start**, select **Run** and then select the CD drive usually D:
And click **setup.exe** Follow the screen instructions

After the installation is completed, select; Maintenance Manager file in the Windows Program Manager, You may create your shortcut following Windows procedures.

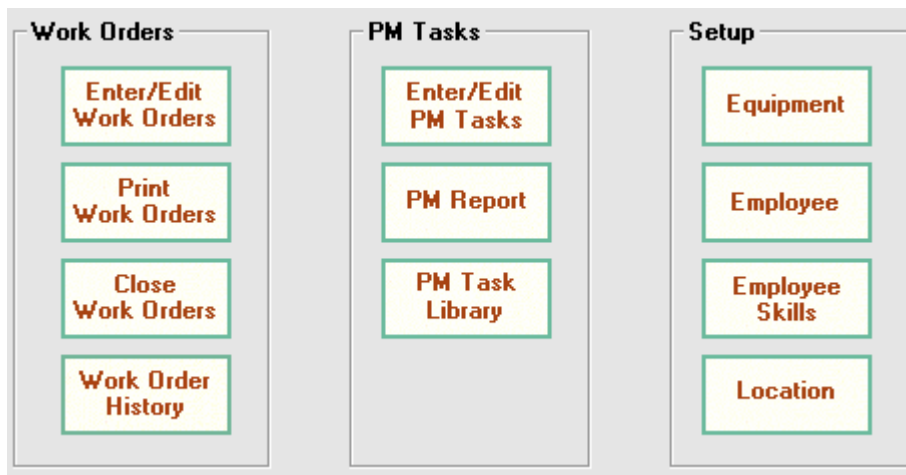
Upon starting the program for the first time, an Open dialog box will appear. To create a new database file, close the Open dialog box and select New from the File menu.

The program will prompt you for a selection of the Existing, or you may create a New file to start your session, This is the only MMS Software that allows the creation of multiple files.

Click on **File**, Select **Close** a dialog box will pop up to open an existing file or open a new file.

Now select **Create a new file:** open a new directory in your drive "**your name**"
Then create a file name as "yourfilename.mms.mdb"

You may use the **Navigator** for easy access to Work Orders - PM Task - Setup
The **SETUP** area let you customize your information as you wish, on Equipment, Employees, Location, Maintenance Notes, Skill, Task, operation, etc.



All the files are ready accessible and friendly, you may Add, Change, Delete or Exit from the file very easy.

A comprehensive **Help** file is provided,
if additional assistance is required

Please log on to <http://www.attf.com/40mms/>

Note: MMS 4.01 / 4.02 for **Vista or Windows 7**,
will not work with Windows XP

Welcome

Maintenance Manager will help manage your maintenance and service activities. The program maintains a database of your equipment, preventive maintenance tasks and work orders.

Upon starting the program for the first time, an Open dialog box will appear and the sample database provided with the program can be opened. To create a new database file, close the Open dialog box and select New from the File menu.

Setup

Your database records are created and edited by selecting the various Setup options.

Procedures

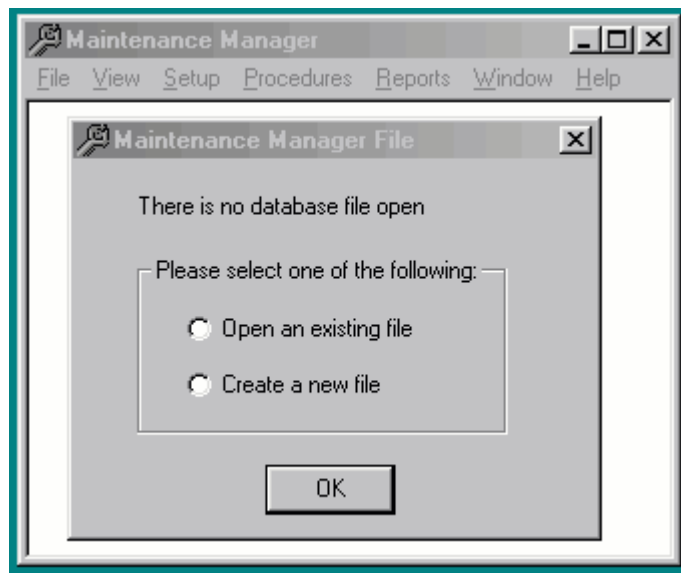
Work orders and PM tasks are easily maintained through the Procedures options.

Reports

PM and Work order reports are obtained through the Reports options. Reports can be printed or exported to several file formats include MS Excel, HTML or ASCII.

Additional reports can be obtained using ©Access by exporting the **mms.mdb** database file, for this procedure you must follow the ©Access Microsoft instructions.

START UP



Upon starting the program for the first time, an Open dialog box will appear. To create a new database file, Close the Open dialog box and select New from the File menu.

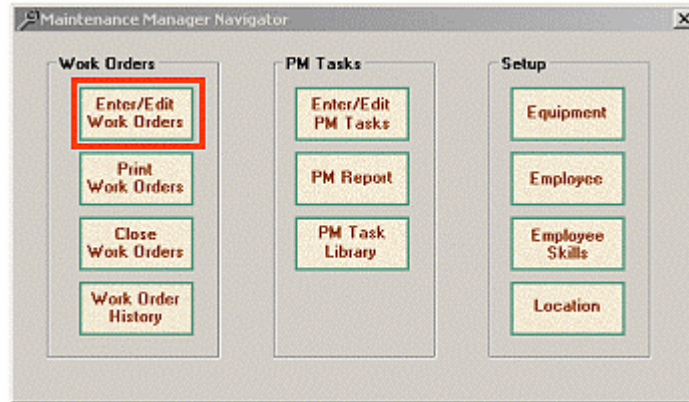
The program will prompt you for a selection of the Existing, or you may create a New file to start your session, This is the only MMS Software that allows the creation of multiple files.

Click on **F**ile, Select **C**lose a dialog box will pop up to open an existing file or open a new file.

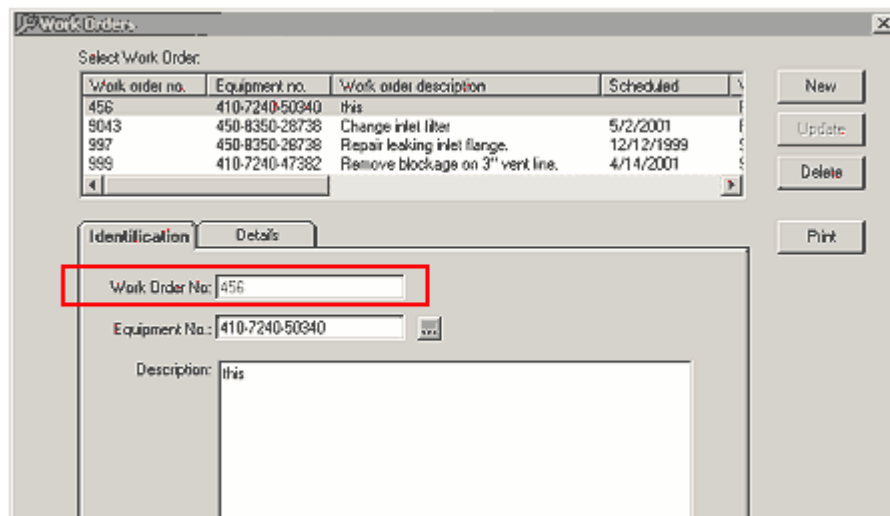
Now select **C**reate a new file: open a new directory in your drive "**your name**" Then create a file name as "yourfilename.mms.mdb"

WORK ORDER Open the navigator by selecting: View in the menu bar.

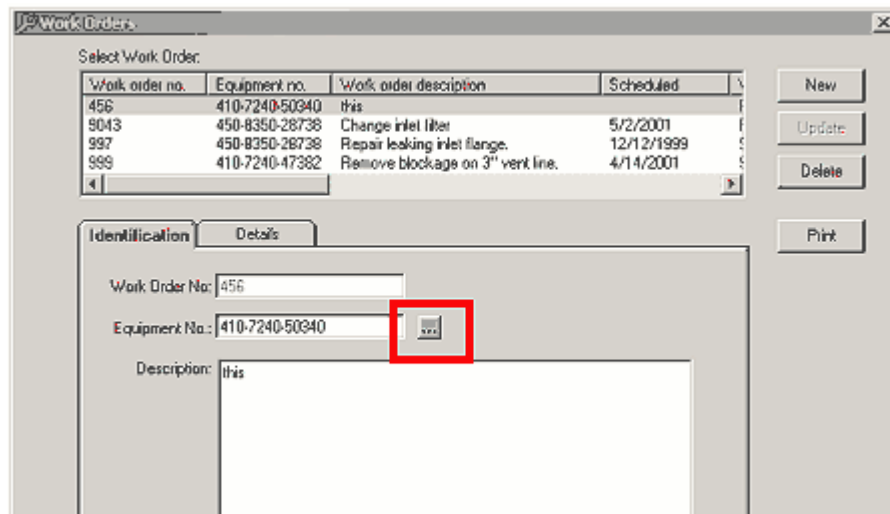
Select the Enter/Edit Work Orders button



Enter a Work Order No: number of your preference



On the right button [...] select the equipment to be serviced
Equipment data was that previously entered during the Setup phase
A window with your equipment will show up for your selection

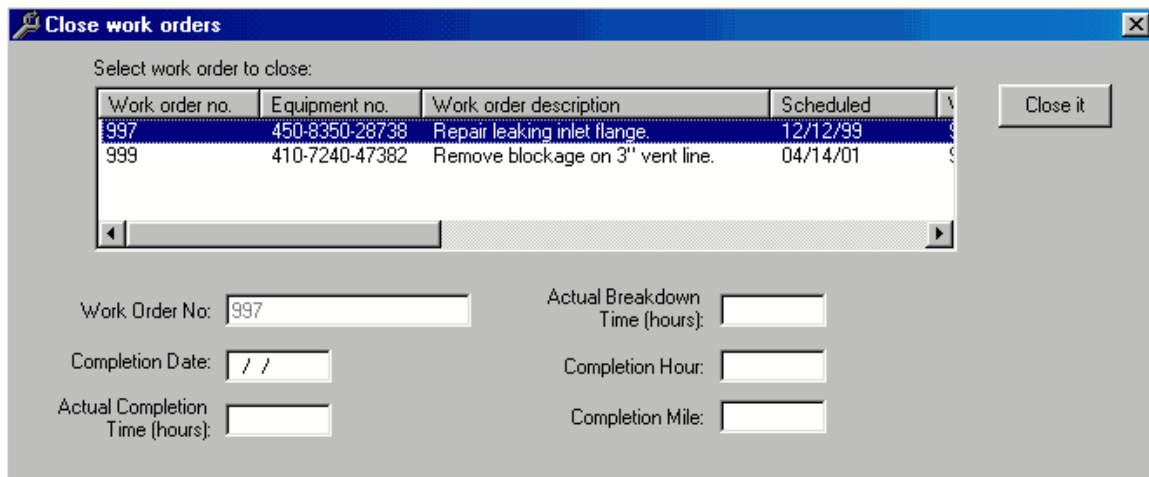


Fill out the Description: of your choice. If additional data is required for the service select: **Details** Tab. When finished select **Update** button
 You work order is registered. Now you may print out the form for distribution

In the Navigator You may select: **Print Work Orders** to produce hard copies
 Revise on screen all you work orders or print each one separately

Close work orders

Selecting the work order and entering the close date and other completion details closes Work orders.



Work order history

Work Order	Equipment	Employee	Completion Date	Estimated Time	Actual Time
9430	400-1520	203	02/10/2010	30 min	20 min
9435	CW Pump1	207	02/10/2010	3 hrs	3 hrs
9436	Conveyor 2	204	02/14/2010		4 hrs

Additional reports can be generated by exporting the database to [Microsoft® Access](#).™

1 Locate you database in your drive usually is in your drive C:
 in the directory "**Program Files**" in **Maintenance Manager**

The database format is "**yourfilename.mms.mdb**"

The database name was given by you as you initiate the session the first time

PM Task library

Select PM Task:

Equipment No.	Task No.	Standard proce...	Employee	Last comp
410-7240-50340	2	Clean1		
410-7240-50340	3	Clean1		
410-7240-50340	4	Clean2		
450-8350-28738	1	Change oil	233	

Equipment Scheduling Estimates Note

Equipment No: 410-7240-50340 ...

PM Task No: 2

Standard Procedure: Clean1 ...

Clean all mating surfaces.

PM tasks are stored in the PM task library. PM tasks are selected when creating PM tasks for equipment.

Select PM Task:

Equipment No.	Task No.	Standard proce...	Employee	Last comp
410-7240-50340	2	Clean1		
410-7240-50340	3	Clean1		
410-7240-50340	4	Clean2		
450-8350-28738	1	Change oil	233	

Equipment **Scheduling** Estimates Note

Employee: Last completed by:

Scheduling by mileage

Mileage frequency: Last completion mile:

Mileage units

Miles KM

Scheduling by days

Frequency (days): 30 Last completion date: 07/02/01

Scheduling by hours

Frequency (hours): Last completion hour:

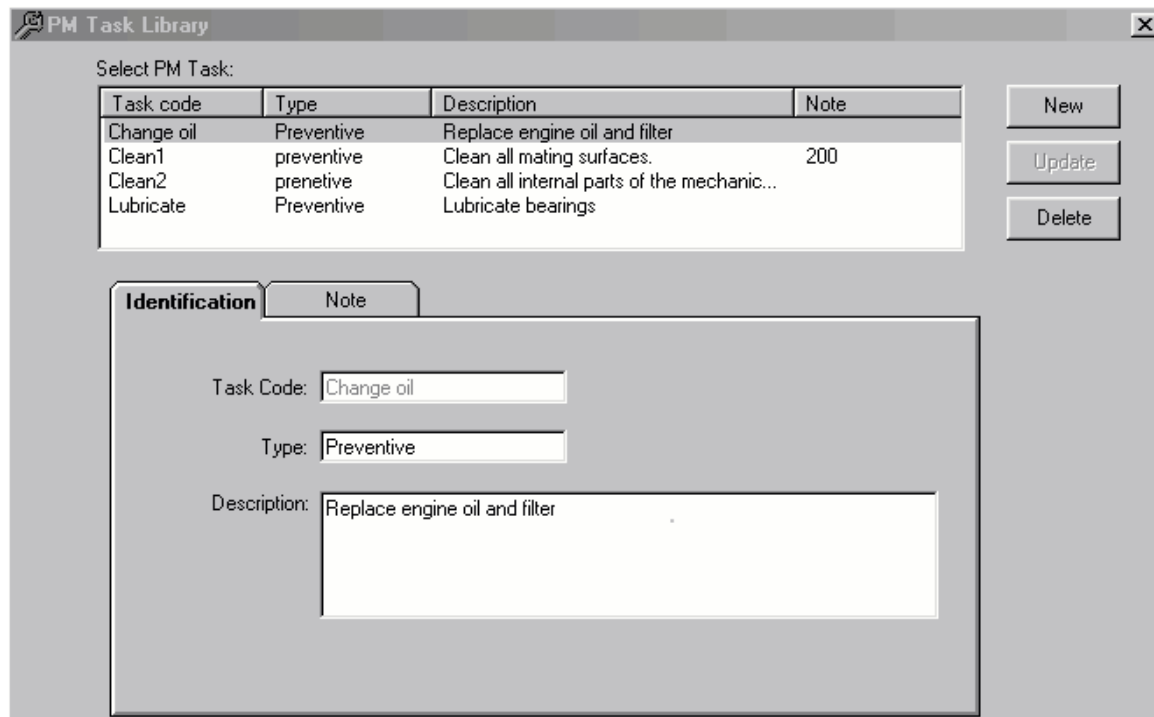
PM tasks Scheduling configure the frequency of the PM operation for each equipment. The PM report is generated according to the schedule here indicated.

PM Report

The PM report provides a listing of all PM tasks assigned to equipment and their status.

Equipment	Task	Procedure	Employee	Estimated Time	Downtime	Last Completion date
AHU2	1	CG Filter	202	15 min		02/12/2010
	8	Damper	477	1 hr		
				1:15		
Compressor6	1	Oil Change	201	20 min		
	4	Press log	205	12 min		
				32 min		

Note library



Select PM Task:

Task code	Type	Description	Note
Change oil	Preventive	Replace engine oil and filter	
Clean1	preventive	Clean all mating surfaces.	200
Clean2	prenetive	Clean all internal parts of the mechanic...	
Lubricate	Preventive	Lubricate bearings	

Buttons: New, Update, Delete

Identification Note

Task Code:

Type:

Description:

A note library can be maintained to be used for setting up PM tasks. Each note has a unique code and can be selected when creating PM tasks.

Equipment list

Select Equipment:

Equipment No.	Description	Manufacturer	Model
410-7240-47382	Mix tank	Casalle industries	784F
410-7240-50340	Fresh water pump	Durco	99x5
450-8350-28738	JP Fuel Truck	Ford	F-150

Buttons: New, Update, Delete

Identification | Location | Measures | Pictures

Equipment No: 410-7240-47382

Description: Mix tank

Manufacturer: Casalle industries

Model No: 784R23 Serial No: 2103820382098

Safety Instructions: Lock out agitator. Check for explosive concentration.

Equipment records are maintained in the equipment list. Each equipment is assigned a unique number. Equipment numbers are used for work orders and PM tasks
Print Button is available in some versions to obtain an equipment hard copy list

Location

Select Location:

Location code	Location description
277	mBuilding 23
38	Building 38
398	BAKING ROOM

Buttons: New, Update, Delete

Location Code: 277

Location Description: mBuilding 23

A location code can be used to designate the location of equipment.

Employees

Employee List

Select Employee:

Employee code	Name	Skill	Home phone	Emergency con...	Enr
233	John Doe	300	555-555-5555	John Doe Sr.	55!
477	Jane Doe	100	555-555-5555	James Doe	55!

Employee Code: Home Phone No.:

Employee Name: Emergency Contact Name:

Skill: ... Emergency Phone No.:

New Update Delete

Employee records are maintained in the employee list. Each employee is assigned a unique employee code. Employee codes are used for assignment to work orders

Skill List

Skill List

Select Skill:

Skill code	Skill description	Shift	Pay rate
100	Carpenter	2	23.5
200	Electrician	2	30.25
400	Welder	1	26.5

Skill Code: Shift:

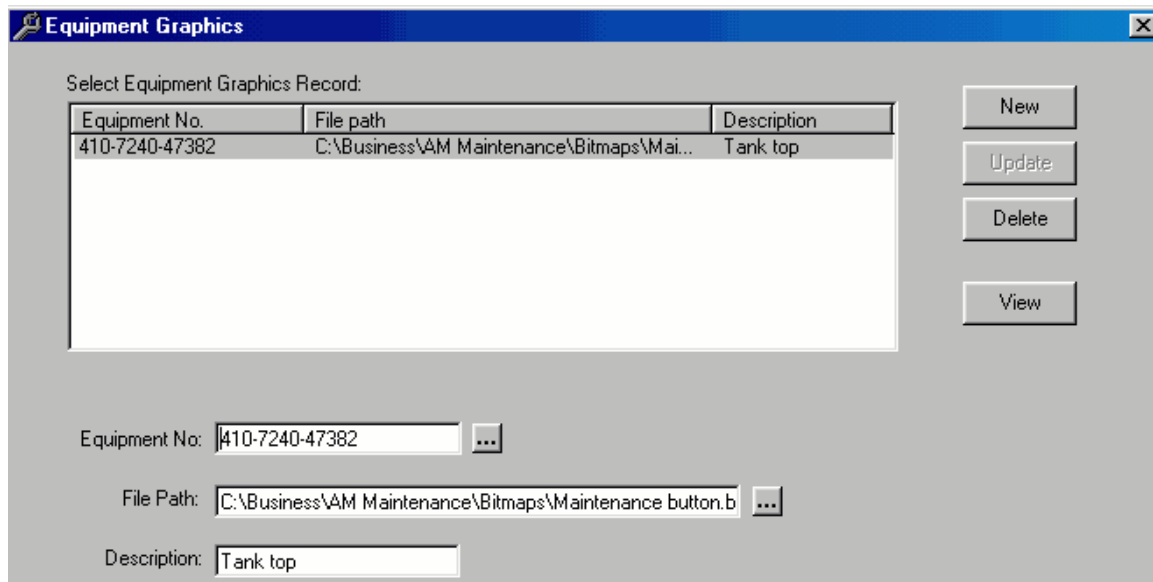
Skill Description: Pay Rate:

New Update Delete

Employee skill records are maintained in the employee skill list. Each skill is assigned a description, shift and pay rate.

Equipment graphics

A graphics file can be assigned to equipment.
Supported file formats include .bmp, .jpg, .gif, .wmf and .ico. Viewing equipment graphics helps operators visualize the maintenance task to be performed.



Procedure:

Select the equipment on **Equipment No:**
In the **File Path:** select the file where the picture is stored
Type in the **Description:** of the particular picture