

# MAPCON *Lite*

## MAPCON Lite Quick Tour

Presentation  
By  
Mapcon Technologies, Inc.



*Lean & Efficient – MTI offers  
a truly paperless solution!*

**Computerized Maintenance  
Management  
For the Future!**

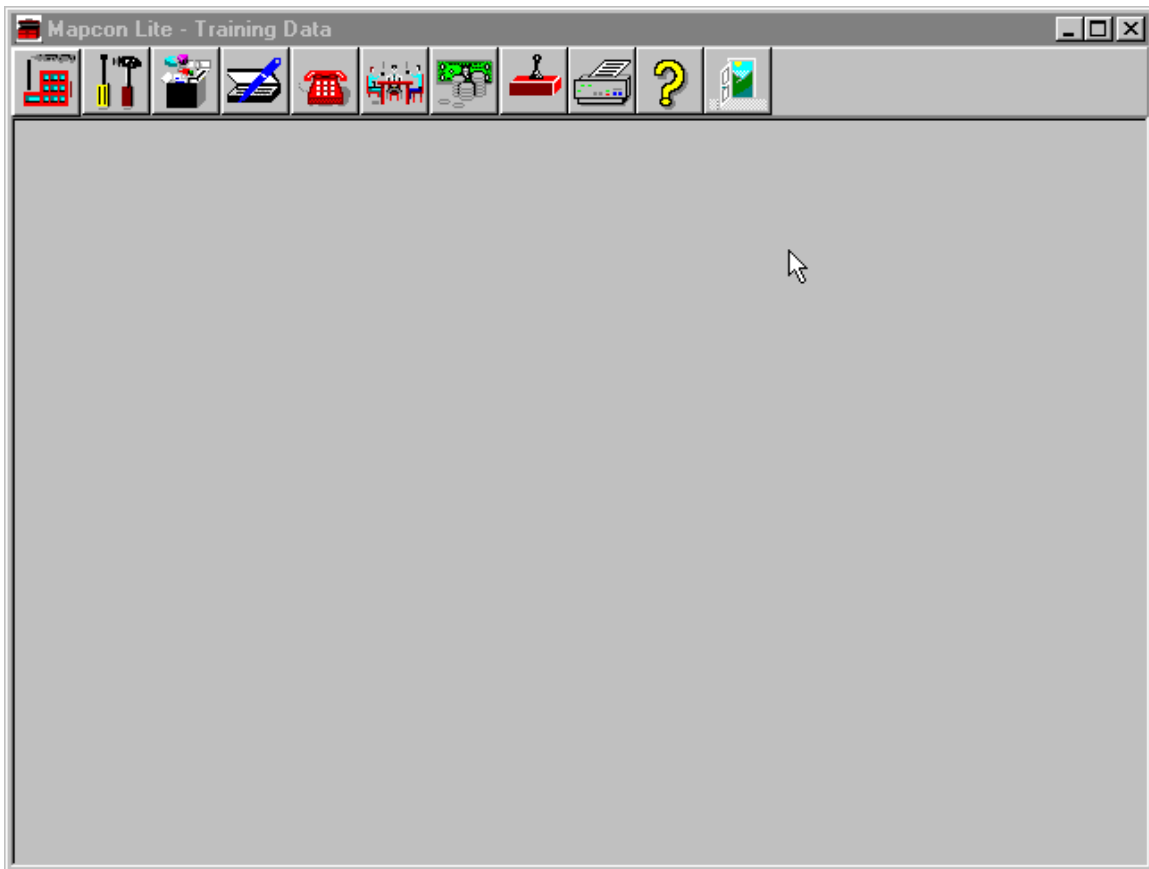
*Mapcon Technologies, Inc.*

## Mapcon Lite Quick Tour

**\* Follow along with Mapcon Lite running on your computer\***

*Welcome to the world of MAPCON Lite. This tour will guide you through the basics of creating Repair and PM Work Orders. Use the MAPCON Lite Manual and Help to get a more in-depth look at the system.*

After installing the Mapcon Lite software, you can access the program by clicking the Start button, then Programs, then MapconLite, and finally MapconLite again. The following screen will appear:



Getting started with Mapcon Lite is relatively easy. We will show you how to:


- ◆ Enter Equipment Records.
- ◆ Enter Preventative Maintenance Procedures.
- ◆ Attach the PM Procedures to a piece of Equipment.
- ◆ Schedule PM Work Orders.
- ◆ Create PM Work Orders for a selected date range.
- ◆ Create Repair Work Orders.
- ◆ Print Work Orders

**Record Navigation** is uniform throughout the system. On any data entry screen you will see this bar.




This navigation bar (in the upper right hand corner) allows you to scroll back and forth between records. The plus sign allows you to insert a new record and the minus sign deletes a record. When entering data, the green check mark allows you to save the record and the red X cancels the insertion.

### Creating Equipment Records

Click on the Plant  Icon. A list of Menu selections will appear.

Click on Equipment Data Entry. The following screen will appear:

A screenshot of the 'Equipment Data Entry' software window. The window has a teal header with 'Equipment ID' and 'Description' fields. Below the header is a navigation bar with tabs: 'Main Page', 'Procedures', 'Manuf/Ven', 'Nameplates', 'History', 'Costs', and 'BOM'. The 'Main Page' tab is active. The form is divided into sections: 'Miscellaneous Information' with fields for Location, Type, Impact, Status, and Downtime; and 'Costing Information' with fields for Cost Center, Department, Life/Yrs, Original Cost, Date Purchased, Current Value, and As Of Date. The 'Equipment ID' field contains 'ALT-TESTER' and the 'Description' field contains 'Alt. Tester'. The 'Location' field contains 'ALT ASSBLY L 7' and the 'Desc.' field contains 'Alternator Assembly-Line 7/Chrysler li'. The 'Type' field contains 'TESTER-ALT.', 'Impact' is '10', and 'Status' is 'UP'. The 'Downtime' section has 'New Entry' and 'Accumulated' sub-sections with 'Hours' and 'Minutes' input boxes. The 'Costing Information' section has 'Cost Center' '462-220', 'Department' 'ALTERNATOR', 'Life/Yrs' '6', 'Original Cost' '5400.00', 'Date Purchased' '04/22/2001', 'Current Value' '2800.00', and 'As Of Date' '01/01/2004'. A red text prompt says 'You must click on the Zoom Button to edit Comments.' and there is a 'Zoom' button.

Insert a New Record by clicking on  in the Navigation Bar.



Enter the Equipment ID in the red required field. You can enter any other information that you wish.

Exit the screen by clicking  at the top of the screen.

Your equipment is now entered. There are many additional fields and pages (notebook tabs) on this screen that hold more detailed information about the equipment. Your Equipment records can be as general or as customized as want.

### **Creating Preventive Maintenance Procedures**

Click on the Plant  Icon. A list of Menu selections will appear.

Click on PM Procedure Data Entry. The following screen will appear:

PM Procedures

PM Procedure: **BUFFER-MON-OPER** ... Description: Buffer-Monthly-Oper

Main Page | Labor | Inventory | Where Used

Created By: ADMINISTRATOR Creation Date: 09/07/2003

Priority: 1 Review On: ... Based On Date:  Last Due  Last Done

PM Procedure:  You must click on the Zoom Button to edit this field.

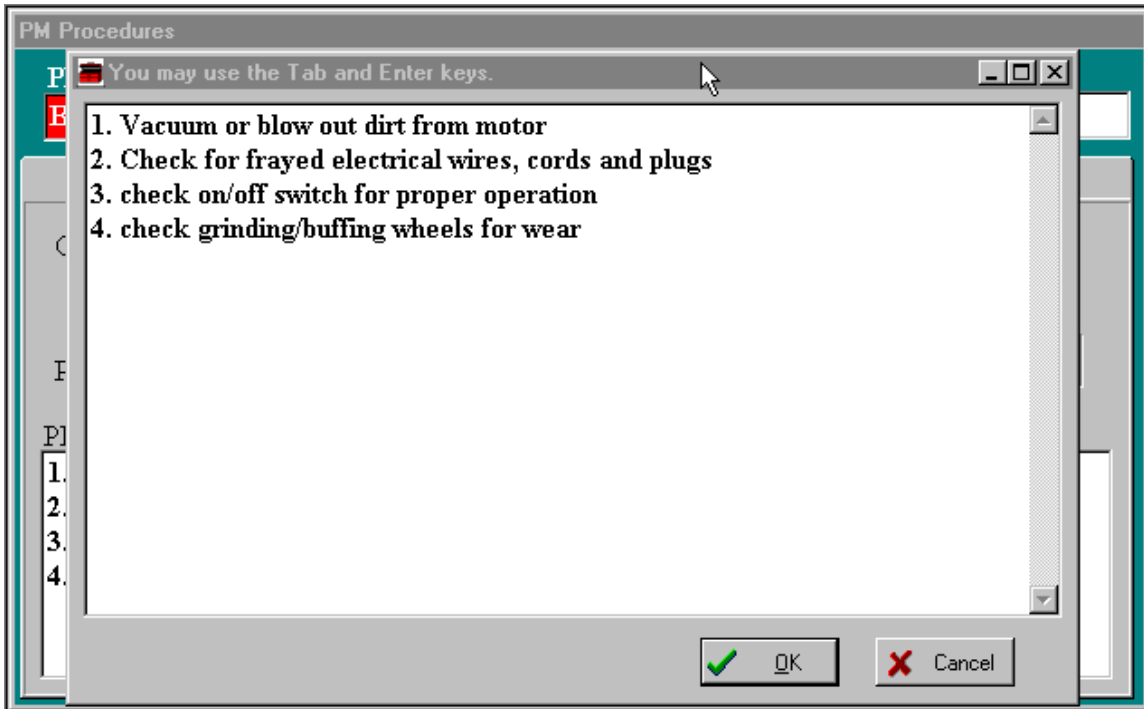
1. Vacuum or blow out dirt from motor
2. Check for frayed electrical wires, cords and plugs
3. check on/off switch for proper operation
4. check grinding/buffing wheels for wear

Insert a New Record by clicking on  in the Navigation Bar.


PM Procedure

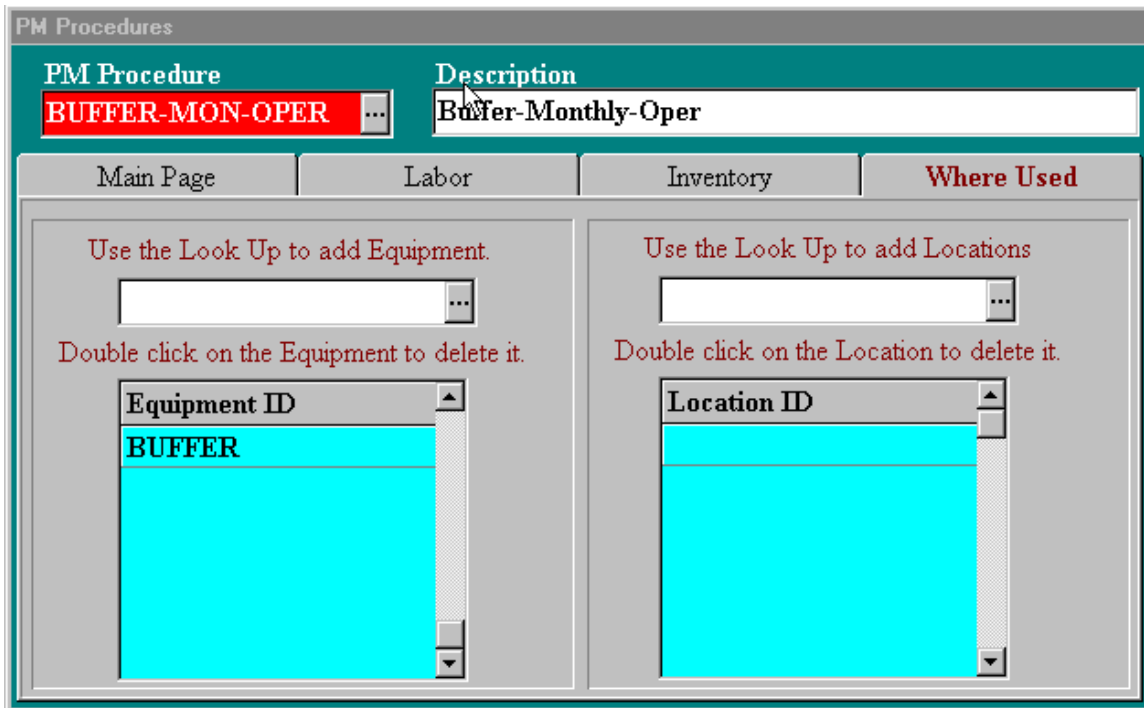
Enter a PM Procedure ID in the red required field.

Click on the Zoom Button in the middle of the window to enter the steps for the PM Procedure. The following text box will appear, this is an example of text that you might enter for the PM Procedure.



Click on the OK Button on the Zoom Window when you are finished typing.

Click on the Where Used Tab  to select the Equipment that will use this PM Procedure. The following screen will appear:



Enter or look up the Equipment ID that will be assigned to this PM. Multiple Equipment IDs can be assigned to the same PM Procedure. You can also assign Locations using this screen.

Also, you can click on the Inventory Tab to designate the Inventory needed to complete the PM Work Order. The Labor Tab can be used to assign Job Steps to the PM Procedure.




Exit the screen by clicking  at the top of the screen.

### **Scheduling PM Work Orders**

Scheduling PM Work Orders consists of the following steps:

- ◆ Check Equipment or Location.
- ◆ Enter or look up the Equipment or Location ID.
- ◆ Enter or look up the PM Procedure ID.
- ◆ Select the PM Type (Interval, 52 Week, Calendar or Gauge).
- ◆ Click on the Insert Button and set up the scheduling information.



Click on the Plant  Icon. A list of Menu selections will appear.

Click on PM Scheduling. The following screen will appear:

**Preventive Maintenance Scheduling**

Select Equipment or Location, an ID, a PM Title and a PM Type and then click on the Insert Button to schedule a new PM.

Equipment  
 Location

ID

PM Title

PM Type  Interval/Meters  52 Week  Calendar  Gauge

Double click on the desired PM Entry to change it.  
 Highlight the desired PM Entry and click on the Delete button to delete it.

**14 Line Items**

	PM Type	CD	Equipment/Location	PM Procedure	Last Done	Next Due
▶	INTRVL	EQ	BAKEOUT-OVEN	OVEN-DAILY		08/18/2004
	GAUGE	EQ	BAKEOUT-OVEN	OVEN-GAUGE		
	INTRVL	EQ	BUFFER	BUFFER-MON-OPER		09/15/2004
	CALNDR	EQ	CONVEYER-1	GREASE-FILTERS		01/01/2004
	CALNDR	EQ	CONVEYER-2	GREASE-FILTERS		01/02/2004

Delete  
Insert

Check Equipment.

### Interval PM Work Orders

Enter or look up “TEST EQUIPMENT” in the Equipment ID field.

Enter or look up “GREASE-FILTERS” in the PM ID field.

Click on the Interval Button in the PM Type box.

Click on the Insert Button. The following screen will appear:

PM Scheduling Detail - Interval and/or Meters

Equip ID **TEST EQUIPMENT** PM ID **GREASE-FILTERS** PM Type **INTRVL** ? ✓ ✕

Main Page | Contracts | Safety | Labor | Inventory

Procedure You must click on the Zoom Button to edit the Procedure.  
 **Please grease all bearings and change all filters.  
Clean Machine**

Frequency  
Interval  Multiplier  Day of Week

Based on Date  
 Last Due  Last Done

Date Last Due  ...  
Date Last Done  ...

Use the Interval Lookup and select “Monthly”.

Enter “2” in the Multiplier field.

Use the Day of Week Lookup and select “MON”.

The Date Last Due field will automatically be set to 2 weeks prior to current date so that it becomes due immediately. This can be changed, if desired.

Post (Save) the Record by clicking  on the Navigator Bar.

The system will now generate PM Worker Orders on Monday of the first month of a two-month cycle

### 52 Week PM Work Orders

Enter or look up “TEST EQUIPMENT” in the Equipment ID field.

Enter or look up “CALIBRATE” in the PM ID field.

Click on the 52 Week Button in the PM Type box.

Click on the Insert Button. The following screen will appear:

PM Scheduling Detail - 52Weeks

Equip ID: TEST EQUIPMENT    PM ID: CALIBRATE    PM Type: 52WEEK    ?    ✓    ✗

Main Page    Contracts    Safety    Labor    Inventory

Click on a Date to select or deselect its week. A PM Work Order will be generated for all selected weeks.

Click on a week and then click on the Calendar Button to see a monthly calendar containing the selected date.

Click on the PM Procedure Button to edit the PM Procedure.

PM Procedure    Calendar

Day of Week:  Last Done:

1/5/2004	4/5/2004	7/5/2004	10/4/2004
1/12/2004	4/12/2004	7/12/2004	10/11/2004
1/19/2004	4/19/2004	7/19/2004	10/18/2004
1/26/2004	4/26/2004	7/26/2004	10/25/2004
2/2/2004	5/3/2004	8/2/2004	11/1/2004
2/9/2004	5/10/2004	8/9/2004	11/8/2004
2/16/2004	5/17/2004	8/16/2004	11/15/2004
2/23/2004	5/24/2004	8/23/2004	11/22/2004
3/1/2004	5/31/2004	8/30/2004	11/29/2004
3/8/2004	6/7/2004	9/6/2004	12/6/2004
3/15/2004	6/14/2004	9/13/2004	12/13/2004
3/22/2004	6/21/2004	9/20/2004	12/20/2004
3/29/2004	6/28/2004	9/27/2004	12/27/2004

The dates in the blue box are for Mondays of a 52 week cycle. Click on 1/5/2004, 4/5/2004, 7/5/2004 and 10/4/2004 to create PM Work Orders on the first Monday of each quarter.

Post (Save) the Record by clicking  on the Navigator Bar.

### Calendar PM Work Orders

Enter or look up "TEST EQUIPMENT" in the Equipment ID field.

Enter or look up "FACTORY REFURB" in the PM ID field.

Click on the Calendar Button in the PM Type box.

Click on the Insert Button. The following screen will appear:

**PM Scheduling Detail - Calendar**

Equip ID: **TEST EQUIPMENT**    PM ID: **FACTORY REFURB**    PM Type: **CALNDF**    ?    ✓    ✗

Main Page    Contracts    Safety    Labor    Inventory

Click on the PM Procedure Button to edit the PM Procedure.    PM Procedure    Clear Dates

To schedule a date do the following:  
 1. Use the Lookup to select the desired Month.  
 2. Double click on the desired Day.

Month: **January**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

PM Date

Double click on any Date in the PM Dates List to unschedule it.

Double click on Clear Dates to unschedule all Dates.

Use the Month Lookup and select December.

Double click on December 24<sup>th</sup>.

You have now scheduled a PM Work Order to be created on December 24<sup>th</sup> of every year,

Post (Save) the Record by clicking  on the Navigator Bar.

### Gauge PM Work Orders

Enter or look up “TEST EQUIPMENT” in the Equipment ID field.

Enter or look up “CALIBRATE” in the PM ID field.

Click on the Gauge Button in the PM Type box.

Click on the Insert Button. The following screen will appear:

PM Scheduling Detail - Gauges

Equip ID: TEST EQUIPMENT PM ID: CALIBRATE PM Type: GAUGE ? ✓ ✗

Main Page | Contracts | Safety | Labor | Inventory

Date Tripped: [ ] Last Done: [ ]

Procedure: You must click on the Zoom Button to edit the Procedure.  
 Zoom: Calibrate in accordance with Manual

Gauge # 1


Lower Limit	Upper Limit	Units	Last Reading	Dated	Average Value
[ ]	[ ]	PPM	1000	04/22/200	1000

Enter "1000" in the Upper Limit field.

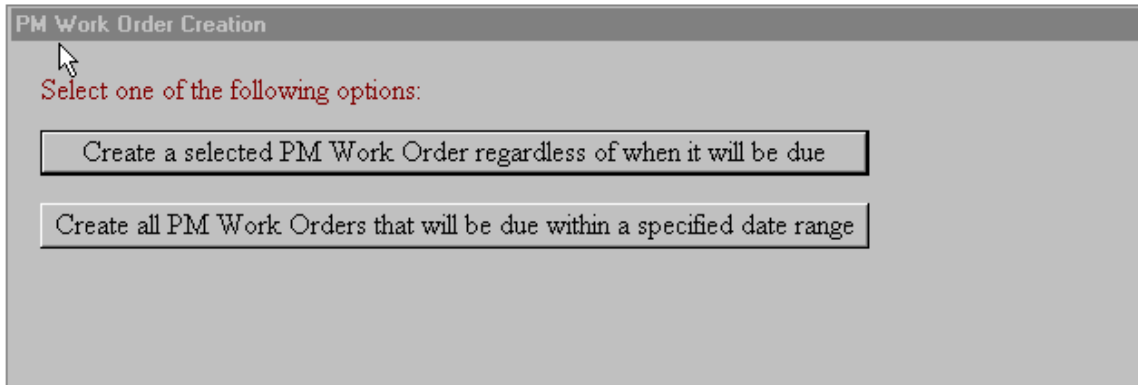
The system will now create a PM Work Order if the Particles per Million of contaminate flowing through the filters is higher than 1000.

Post (Save) the Record by clicking  on the Navigator Bar.

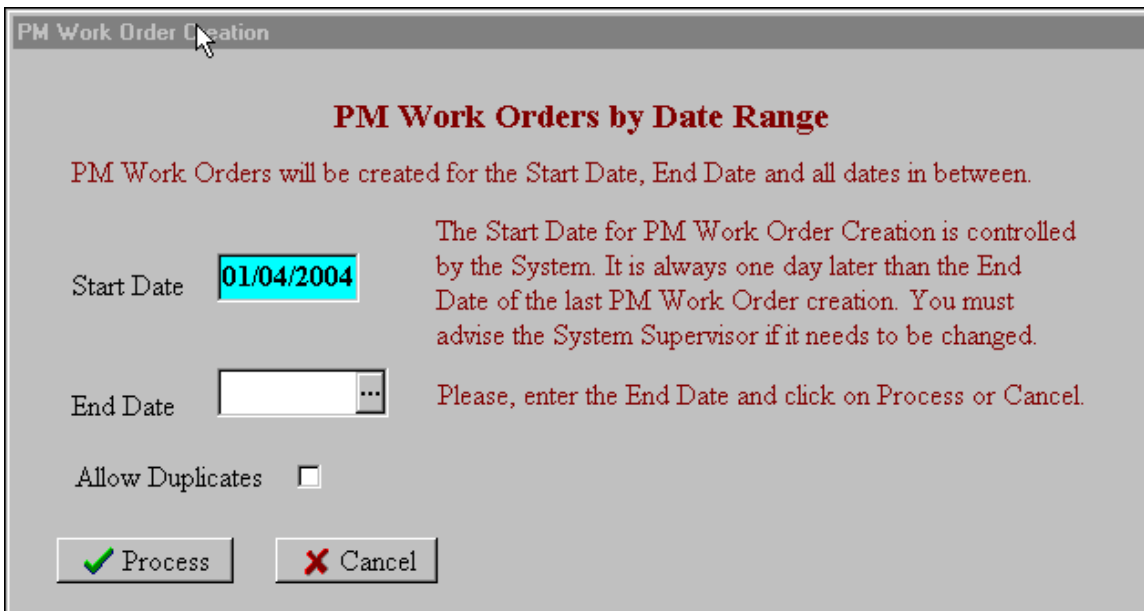
### Generating PM Work Orders

Click on the Plant  Icon. A list of Menu selections will appear.

Click on PM Work Order Generation. The following screen will appear:



Click on Create all PM Work Orders that will be due within a specific date range. The following screen will appear.



Enter an End Date of “1/4/2004”. Or use the Look Up to select a date.



Click on the Process Button.

A message will appear telling you how many Work Orders have been generated.


Click on the OK Button.

Exit the screen by clicking on  at the top of the screen.

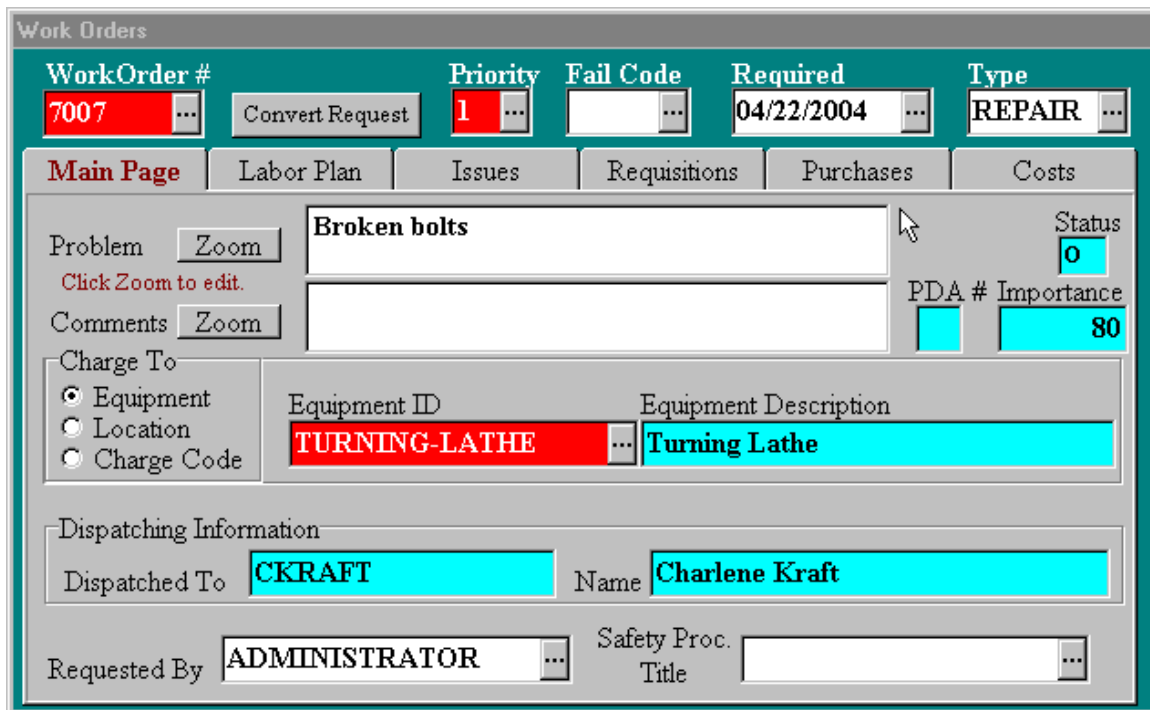
*You have now successfully entered an Equipment Record, created a Preventive Maintenance Procedure, Scheduled PM Work Orders's for that Equipment, and Generated PM Work Orders. You can now print your Work Orders and dispatch them, upload them to a PDA (PersonalDigitalAssistant), or Email them to a remote facility.*

## PM and Repair Work Orders



Click on the Work Orders  Icon. A list of Menu selections will appear.


Click on Work Order Data Entry. The following screen will appear:



The screenshot shows a software interface for entering work order data. At the top, there are fields for Work Order # (7007), Priority (1), Fail Code, Required date (04/22/2004), and Type (REPAIR). Below these are navigation tabs: Main Page, Labor Plan, Issues, Requisitions, Purchases, and Costs. The main area contains several sections: Problem (Broken bolts), Comments, Charge To (Equipment selected), Equipment ID (TURNING-LATHE), Equipment Description (Turning Lathe), Status (0), PDA #, Importance (80), Dispatching Information (Dispatched To: CKRAFT, Name: Charlene Kraft), and Requested By (ADMINISTRATOR) and Safety Proc. Title fields.

The Work Order Screen is the same for Repair Work Orders & PM Work Orders. The Type Field in the upper right hand corner will indicate the Work Order Type.

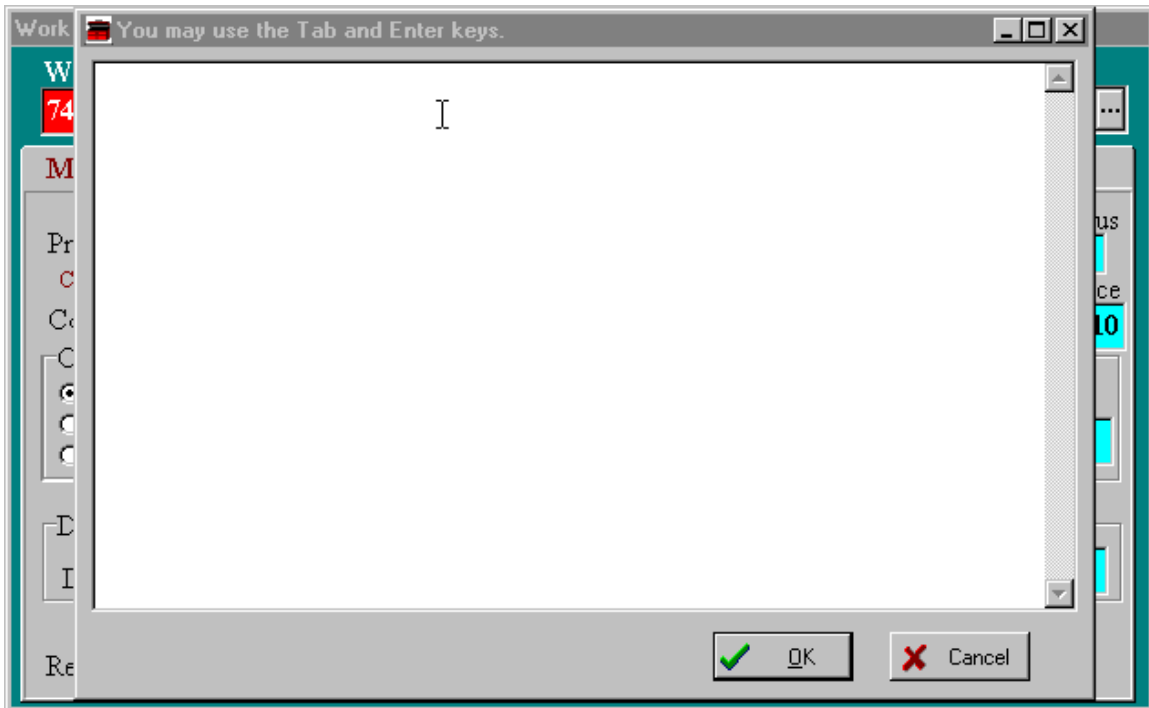
**PM Generated Work Orders** will have a Type based on how they were scheduled. Scheduling types are Intrvl (Time Interval), Meter, 52 Week, Calndr (Calendar), and Gauge. When a PM Work Order is generated by PM Work Order Generation, data is automatically entered in accordance with the data supplied by the PM Procedure. You can add information to the PM Work Order or you can print it without modification.

Insert a New Record by clicking on  in the Navigation Bar. Work Order Numbers are automatically assigned by the system.



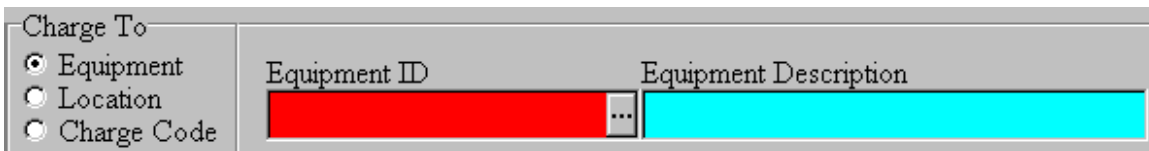
The Priority defaults to “1” and can be changed.

Click on the Zoom Button by the Problem Description. The following screen will be displayed:



Enter the Problem Description and other instructions and click on the OK Button to save the Problem Description.

You can create Work Orders for Equipment, Locations, or Charge Codes. The default is Equipment and can be changed. The Costing Module must be purchased to use Charge Codes. Accept the Default.



Enter or look up “TEST EQUIPMENT” in the Equipment ID field.

You have now entered the fields that are necessary to create a Work Order. All other fields and pages (notebook tabs) allow for other information that you may want to add to the Work Order.

Post (Save) the Record by clicking  on the Navigator Bar.




Exit the screen by clicking on  at the top of the screen.

Once you have created your PM and Repair Work Orders you then have two options.

- ◆ **Dispatching** - You can dispatch Work Orders to a selected Employee and print the dispatched Work Orders from the Dispatching Screen. You can also create a Work Order file that can be emailed to a remote location. It can then be viewed and printed at the remote location. Dispatching is not required.
- ◆ **Printing** - Your second option is to use the standard Work Order Print program. It has several options.



Click on the Work Orders  Icon. A list of Menu selections will appear.

Click on Print Work Orders. The following screen will appear:

Print Work Orders

Start Date

End Date

Sort By

- Work Order #
- Priority
- Importance
- Dispatched To


Select one of these Print Options

- Print all unprinted Work Orders
- Print a selected unprinted Work Order
- Reprint a selected Work Order
- Print All for selected Equip, Loc or CC

Print Dispatched Only

Print Issues with Work Orders

Page for each Issue Ticket

 Print


As you can see, you have several options. Accept the defaults and click on the Print Button. You will be prompted to print to printer or screen. Select Print to Screen.



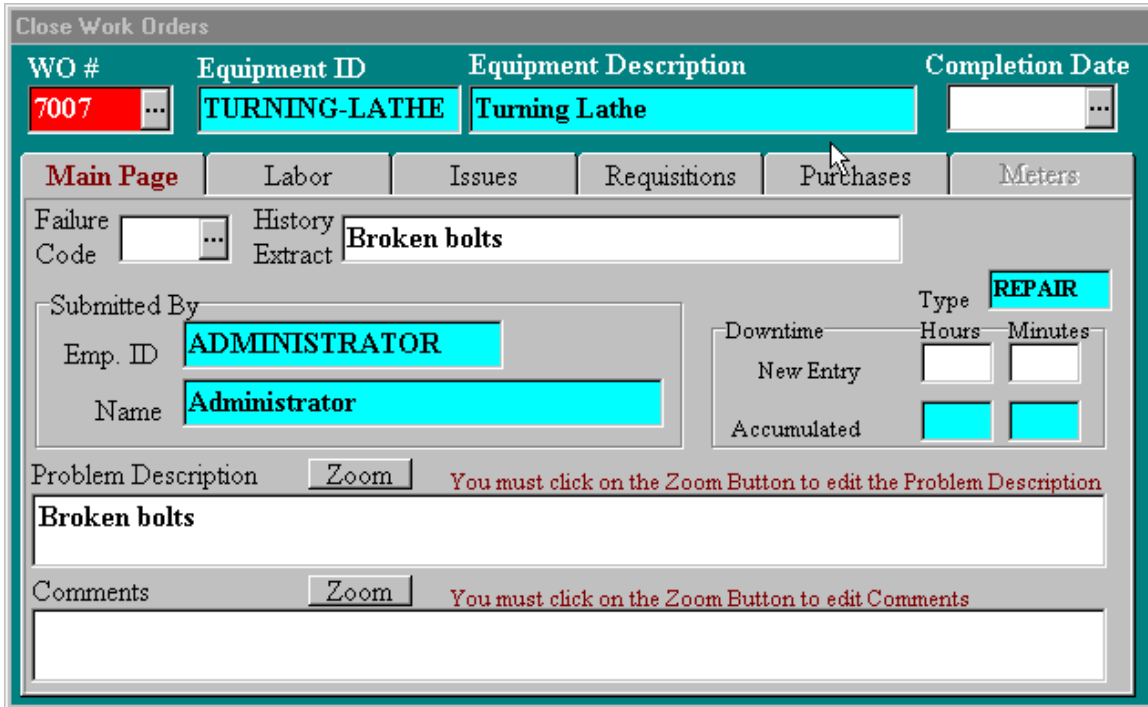
Exit the screen by clicking on  at the top of the screen.

## Closing Work Orders



Click on the Work Orders  Icon. A list of Menu selections will appear.

Click on Work Order Close. The following screen will appear:



WO #	Equipment ID	Equipment Description	Completion Date
7007	TURNING-LATHE	Turning Lathe	

**Main Page** | Labor | Issues | Requisitions | Purchases | Meters

Failure Code:  History Extract:

Submitted By: Emp. ID:  Name:

Type:

Downtime: New Entry:  Hours:  Minutes:

Accumulated:

Problem Description:   You must click on the Zoom Button to edit the Problem Description

Comments:   You must click on the Zoom Button to edit Comments

Enter or look up the Completion Date (Upper right hand corner).

You will get a message stating that you have not posted time and asking if you wish to continue. Click on the OK Button. You will get another message telling you that the Work Order has been closed. Click on the OK Button.



Exit the screen by clicking on  at the top of the screen.

**Note** - You can enter labor or parts used for the Work Order before closing it.

*This concludes your Quick Tour of Mapcon Lite.*

*Please contact MTI support at 1-800-922-4336 if you have any questions or need further assistance.*