

MAPCON



Quick Start

Quick Start Guide MAPCON CMMS Software (both versions)

MAPCON LITE *and* MAPCON PRO

Updated April 2019

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Company Setup

Step 1. Not much to do here simply because you've already provided your company name when you registered!

MAPCON auto-fills this first screen with the company name you provided when you completed our online evaluation registration form.

Don't want to use this company name? No problem, just click in the box and change it.

Company name okay? No problem, click 'Next' to move on to the next step in the setup process.

HINT: The other tabs listed above, 'Email Setup' and 'Site Setup' can be used to setup an Email Server or setup multiple site locations.

TestCo, Inc. Setup Company

File Edit Navigate Utilities Help

Company Setup Email Setup Site Setup

Information entered on setup pages can be edited, expanded or deleted at any time.

Step 1. Enter your company/organization name in the text box indicated below.

(Optional) Select the "Email" tab to set up an email account.
(Optional) Select "Site Setup" to create additional business sites or locations.

Choose the **NEXT** button to move to the next Step.

Company Name

Verify your company name is here. Edit if you wish.

- then -

Click 'Next'

FINISH (Later) NEXT Create Your Users

Menu Setup Company Query Success

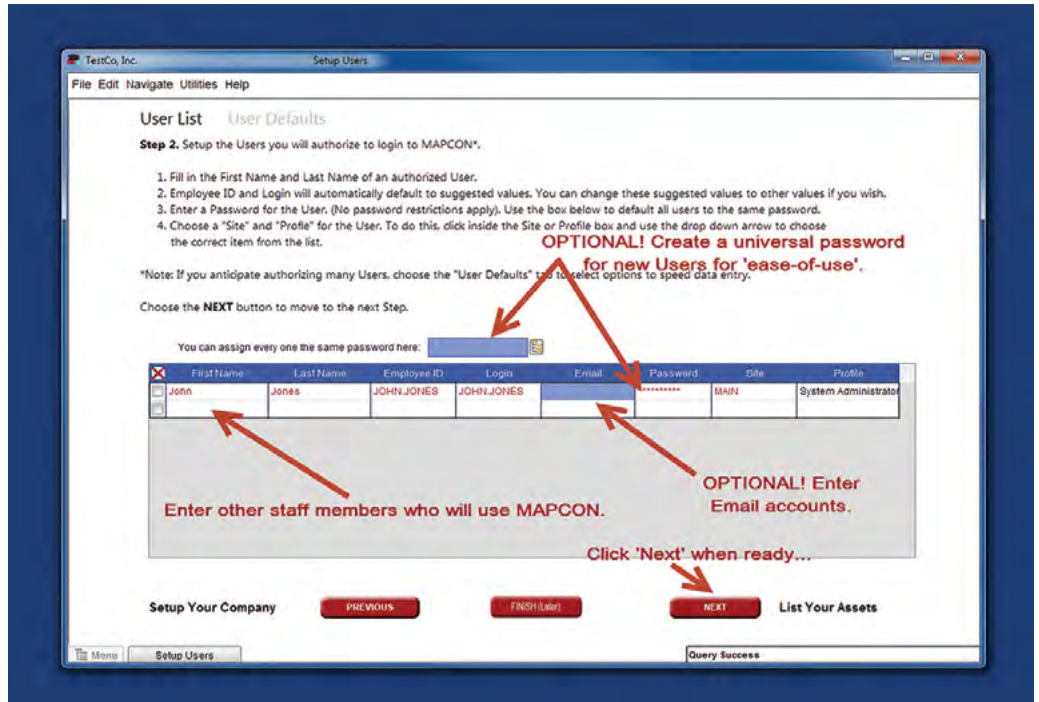
User List

Step 2. Here you will enter the personnel who will use MAPCON at your organization. Your name is auto-filled for you.

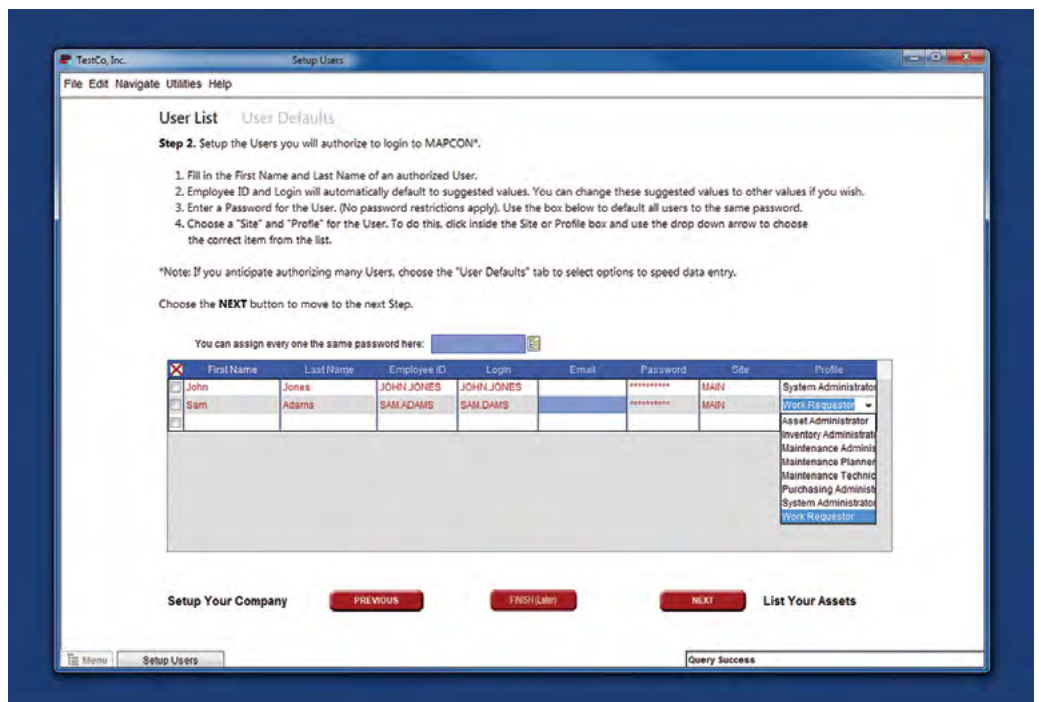
MAPCON again auto-fills this second screen with the name you entered on the evaluation registration form and assigns you as "System Administrator" under 'Profile'.

If you wish, edit your name and ID numbers.

Then complete the lines with other members of your staff who will be assigned to use MAPCON.



This is an example of the same screen with another User Name added and the available list of 'Profile' or 'administrative rights' assignments available to choose from.



Listing Your Equipment

Step 3. Okay! Now we should be ready to enter some equipment into our MAPCON Software system.

We have arrived at our 'List Equipment' screen and we are ready to enter some equipment. Entering equipment implies we have an Equipment ID, a Description of the equipment and a 'keyword'.

HINT: As you may have noticed, a text field that is shaded red requires something to be entered!

So! Let's get started!

Equipment ID

Each organization uses a different numbering scheme to 'ID' specific pieces of equipment.

In our example, the maintenance staff at this small plastics plant has decided to use the manufacturers model number with a letter appended to it indicating an exact machine. Larger plants will tend to have more sophisticated equipment identifiers.

Description

The 'Description' field is used to more readily identify the machine or equipment being listed.

In our example, the maintenance staff is using this field to unambiguously describe the equipment being listed. Other organizations may choose an entirely different system of describing their equipment.

Keyword

The Keyword field is now accessed via a 'drop-down' box that allows us to choose which type of equipment we are listing and assign it to that group.

The importance of assigning a relevant Keyword to each piece of equipment will become dramatically evident as a major aid in helping to maintain equipment and control costs later.

On the screen previews shown to the right, the maintenance staff member is manually entering each piece of equipment that he or she intends to be maintained using MAPCON.

HINT: You CAN import your equipment list from such documents as a spreadsheet or database. However, that feature is explained in another manual.

In our example, the maintenance staff has entered 5 major pieces of equipment to get their maintenance program started. You may choose to enter more if you desire.

When you are finished entering equipment, simply click the 'Next' button at the bottom and we'll move on.

List Equipment **List Locations**

Step 3. Enter a "quick list" of selected equipment. Existing equipment lists can be imported via spreadsheet.

1. Enter a Equipment ID. This identifies a specific piece of equipment and is usually a number.
2. Enter an Equipment Description. This is your internal name or description for equipment identified by the Equipment ID
3. Choose a "Keyword (type)" for the equipment. To create your own Keywords, click [here](#). To use the Keyword column, click inside the Keyword box and use the drop down arrow to choose the best suggested Keyword from the list.

*Note: The equipment "quick list" allows you to enter a brief list of equipment fast. However, MAPCON can track much more information on each equipment item. To view the full data entry windows double-click any equipment you have entered.

Choose the **NEXT** button to move to the next Step.

Equipment ID	Description	Keyword	Zone
BFGU15	Lift Truck, Toyota 8-Series 3000 Pund Cap	FORKLIFT	1
HDKCD-2209-A	Generator, Diesel - Cummins QD 12000	GENERATOR	1

Fill out the 'List Equipment' form for your most important pieces of equipment and then select the 'Keyword' that should be assigned to your equipment.

Create Your Users **PREVIOUS** **FINISH (Exit)** **NEXT** Create Your PMs

Query Success

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Choose the **NEXT** button to move to the next Step.

Equipment ID	Description	Keyword	Zone
BFGU15	Lift Truck, Toyota 8-Series 3000 Pund Cap	FORKLIFT	1
HDKCD-2209-A	Generator, Diesel - Cummins QD 12000	GENERATOR	1
EC500V21-26Y-A	Molding Machine, Injection - Toshiba All Electric	INJECTION MOLDING	1
SJZ365-A	Extruder, PVC - Polytech Pipe Extruder	EXTRUDER	1
TSE-75B-A	Extruder, Plastic - Nanjing Haisi PP Extruder	EXTRUDER	1

Finished entering your equipment?
Click, 'Next'

Create Your Users **PREVIOUS** **FINISH (Exit)** **NEXT** Create Your PMs

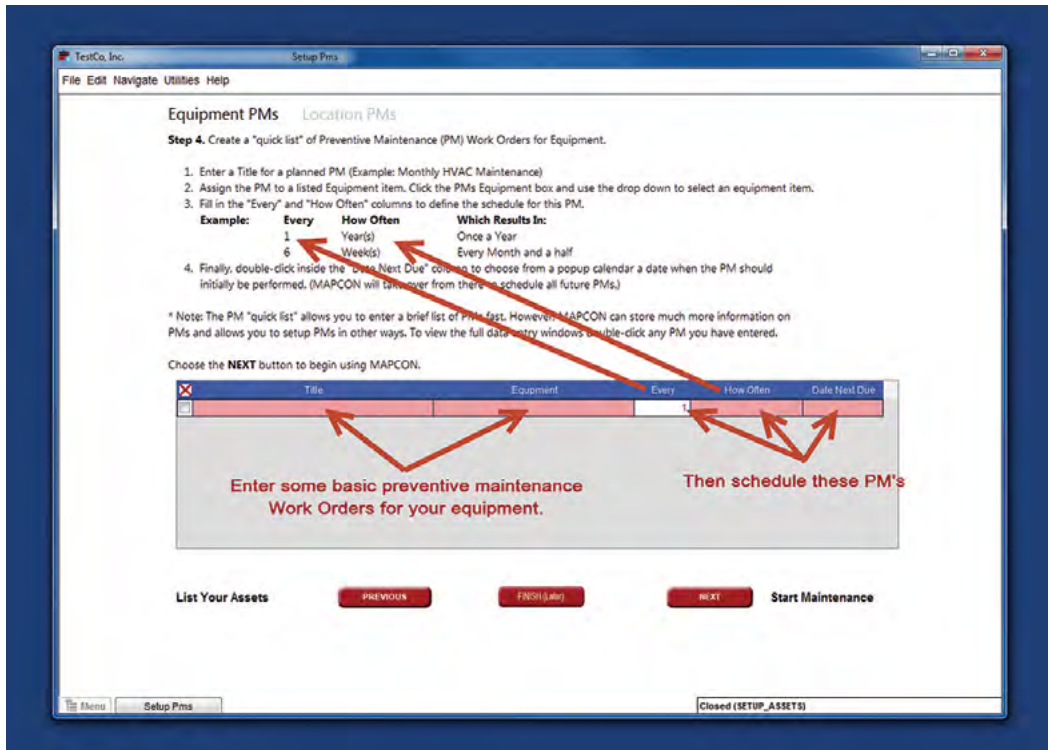
Query Success

Creating PM Schedules

Step 4. We have Users and Equipment entered into the system, so let's go ahead and create some scheduled PMs!

Our next Setup screen is Equipment PMs, and this is where we will schedule our regular preventive maintenance (PM) Work Orders to ensure our equipment is kept properly maintained and ready to keep our production lines and/or administrative offices functioning smoothly.

Let's familiarize ourselves with how PMs are entered into the system:



Title and Equipment Fields

We need to create a 'Title' for this first PM. We have decided that our Forklift needs a monthly PM to keep it properly maintained.

We create a PM called, 'Monthly Forklift Maintenance'.

Fortunately for us, we have already entered our Equipment into the system. As a result, we are able to simply select the forklift from the handy drop-down list provided in the equipment field. This is pretty easy, isn't it?

Scheduling in the Future

Next we need to tell the system 3 things about our new PM so that MAPCON will automatically generate PM Work Orders for us in the future.

First, choose, 'How Often' this PM will need to be done. From the handy drop-down list, we have selected, 'Month(s)'

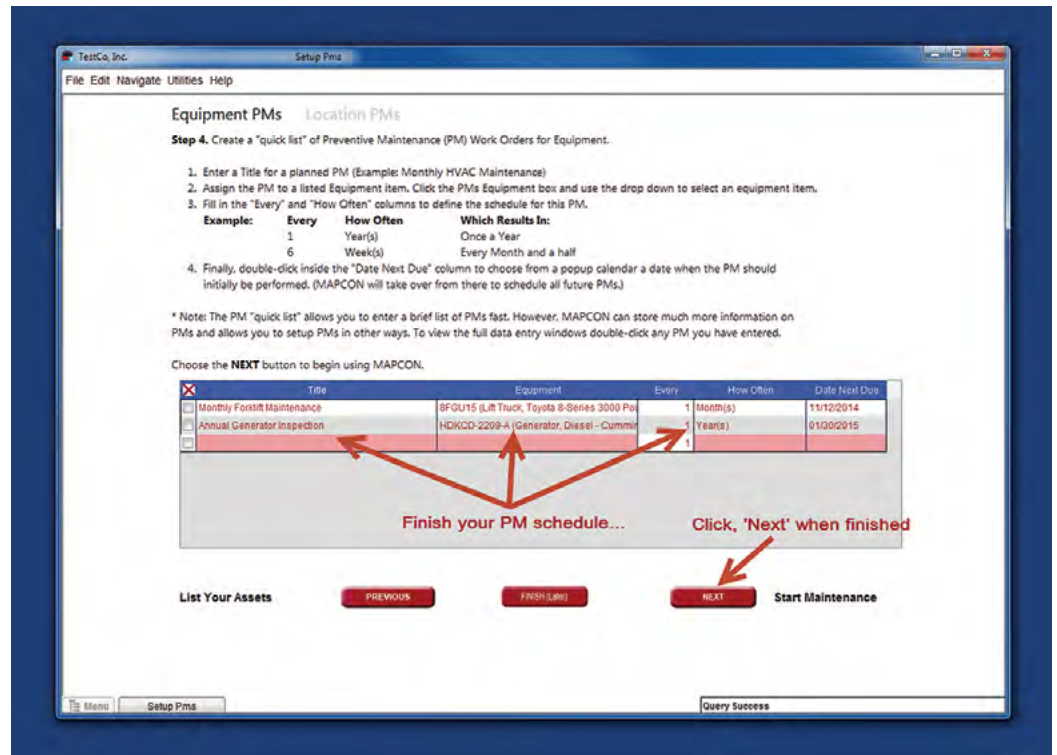
Second, since this PM will occur every month, we enter '1' into the 'Every' field.

Finally, we double-click to get the 'date picker' to tell the system when to initiate the next PM Work

Okay, our example ends for now with the entry of a second scheduled PM Work Order, this time an annual inspection for a Generator.

So, that brings us to the conclusion of the MAP-CON setup process!

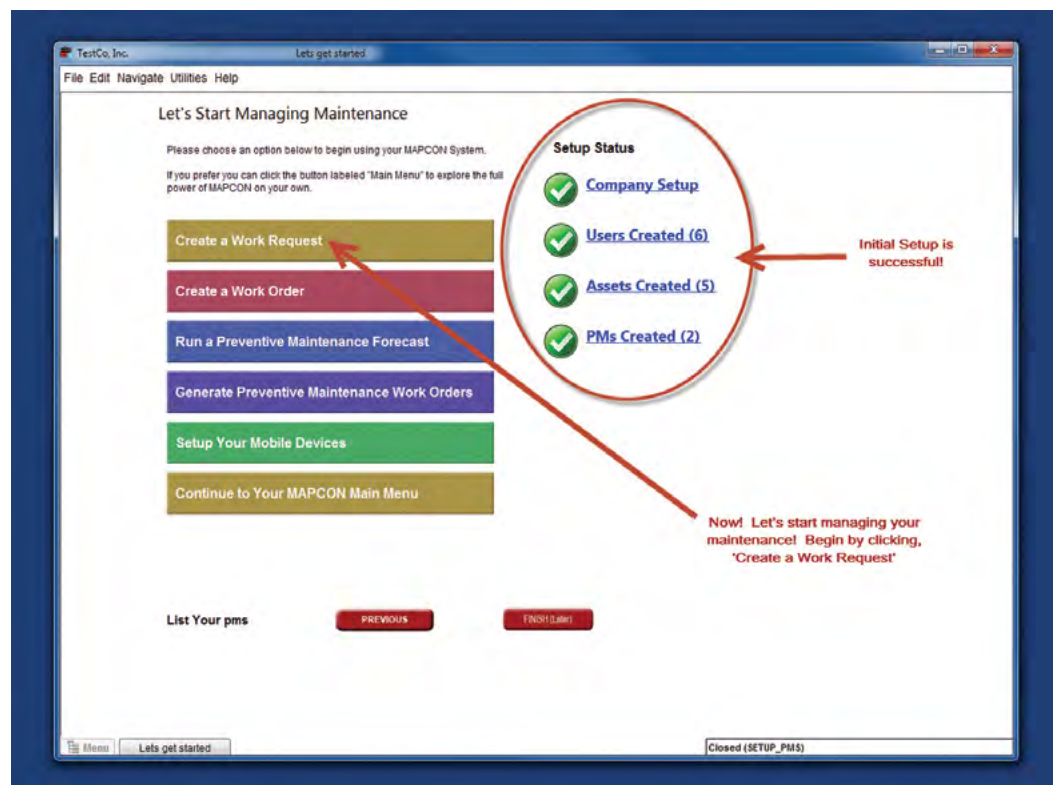
In a very short time, we have setup a company, created users, listed assets, and finally, we have initiated scheduled PMs for selected pieces of equipment.



What's next? Let's start managing maintenance.

This Quick Start Guide will now walk you through creating a Work Request and a Work Order.

Let's get started!

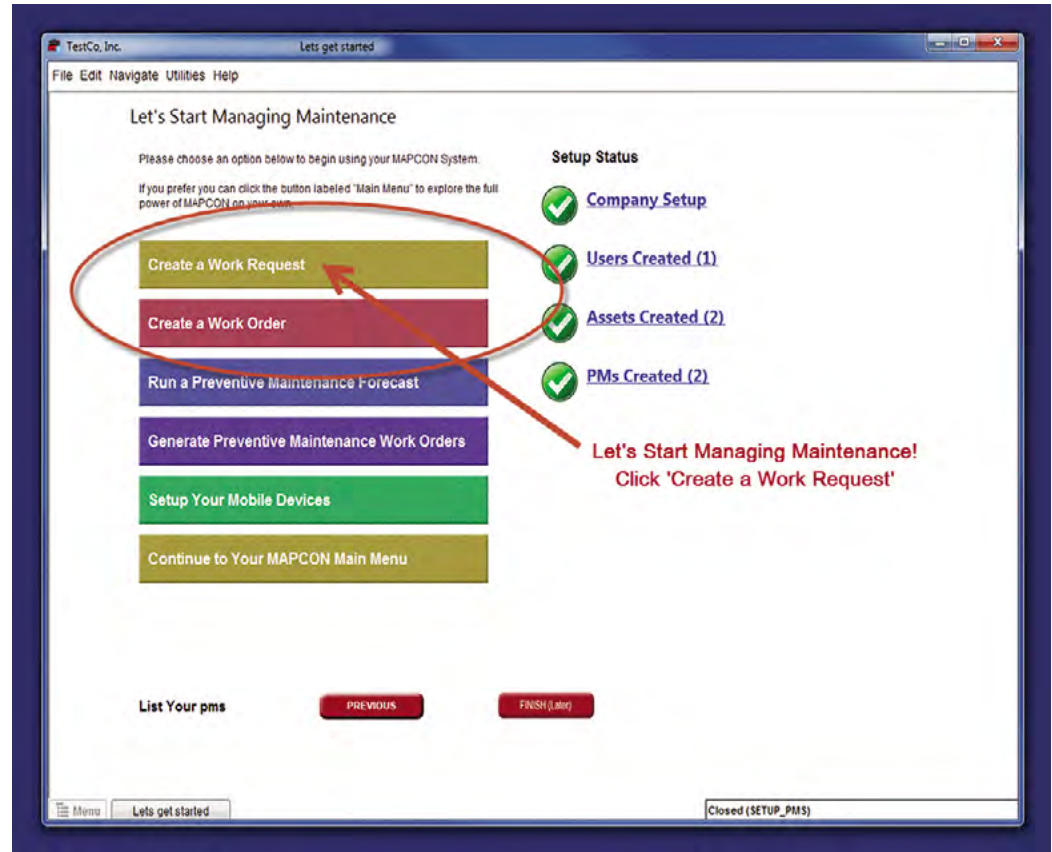


Create a Work Request

At this point, you have set up MAPCON and are ready to start managing your maintenance.

HINT: Let's start with creating a basic Work Request. Remember, many times a Work Request is initiated by personnel whose normal duties DO NOT include maintenance! These people can be teachers, nurses, production-line workers and managers.

So! Click the bar. Let's Create a Work Request!

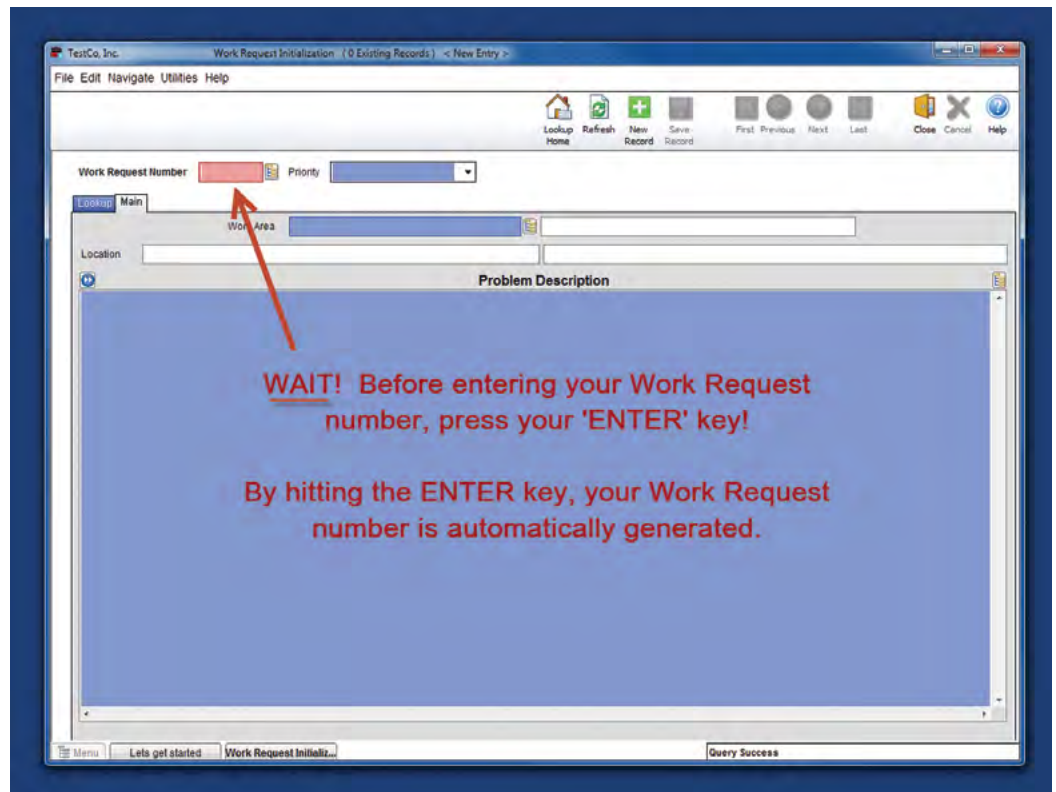


So, you clicked the Create a Work Request bar and the first screen popped up.

BUT, WAIT!

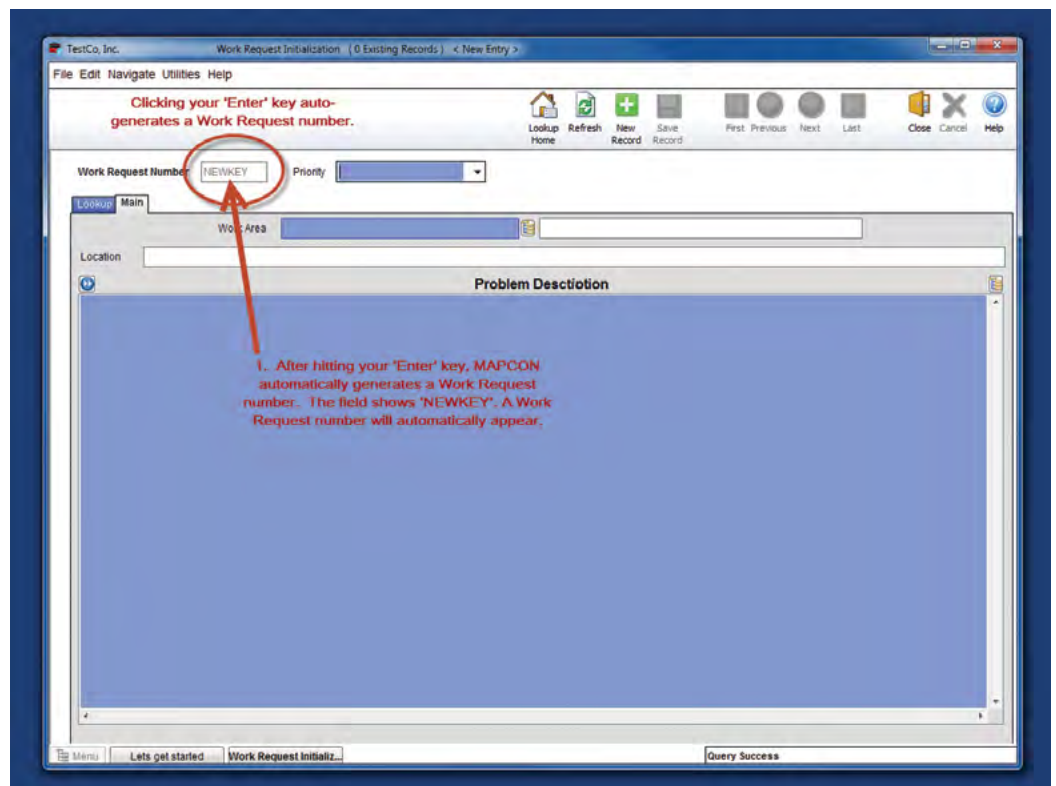
DO THIS FIRST: Before you start typing into your very first Work Request, click your 'Enter' button!

The system auto-generates its very first Work Request Number. Auto-generated numbers prevent duplicate WRs and tracking conflicts.



'NEWKEY'

After clicking 'Enter', the Work Request Number field shows, 'NEWKEY' which is confirmation that the WR number is being auto-generated.



In our example, a molding machine has rust accumulating on a part called the Hopper Inlet allowing rust to contaminate product. In this case, a production worker creates this Work Request for the maintenance staff.

The Work Request is initiated when the production worker clicks 'Save Record'.

The screenshot shows the 'Work Request Initialization' window. The 'Work Request Number' is 000002 and the 'Priority' is Medium. The 'Work Area' is EC500V21-26Y-A and the 'Molding Machine, Injection - Toshiba All Electric' is selected. The 'Problem Description' field contains the text 'Rust present on hopper inlet allows rust to mix into product.' A red arrow points from this text to the 'Save Record' button in the top right corner. Another red arrow points from the 'Save Record' button to the text '2. Finished? Click, "Save Record"'. A third red arrow points from the text '1. Once you have selected the correct equipment item from the Equipment List and the fields are automatically completed, you can enter the Problem Description.' to the 'Problem Description' field.

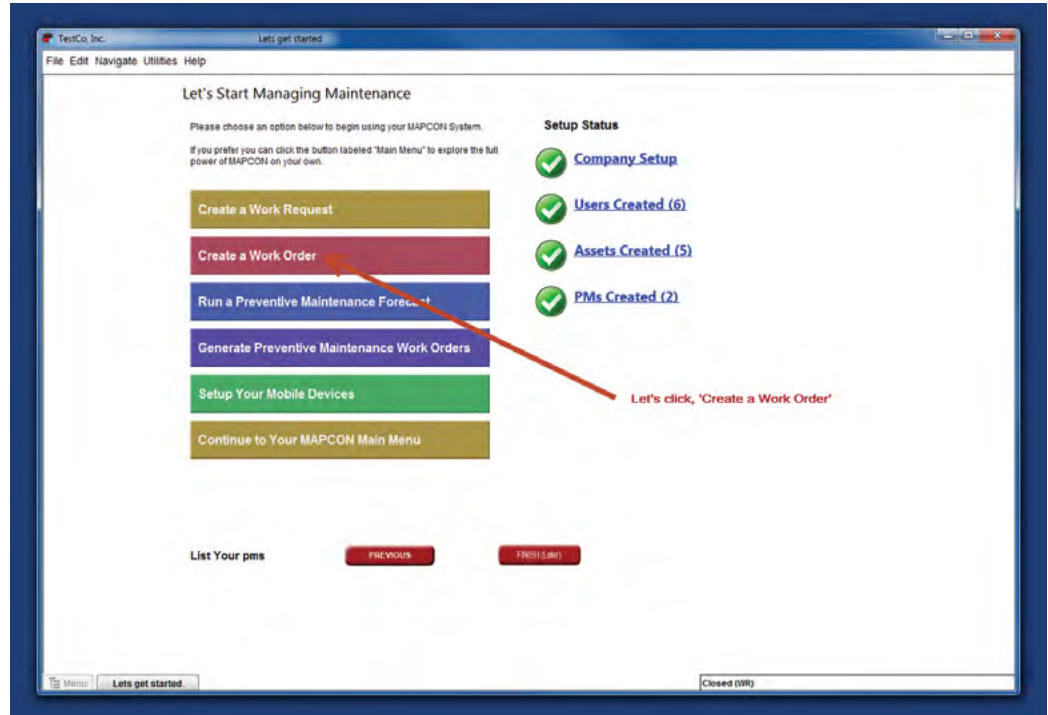
In this final screen, we can see the new Work Request listed and ready to be converted to an actual Work Order by authorized maintenance personnel.

The screenshot shows the 'Work Request Initialization' window with the 'Results' table. The table has columns for Work Re., Work Request Area, Description, WR Problem, Requested By, Date, and Priority. The first row contains the following data:

Work Re.	Work Request Area	Description	WR Problem	Requested By	Date	Priority
000002	EC500V21-26Y-A	Molding Machine, Injection - Toshiba All Electric	Rust present on hopper inlet allows rust to mix into product.	John Jones	09/16/2013	Medium

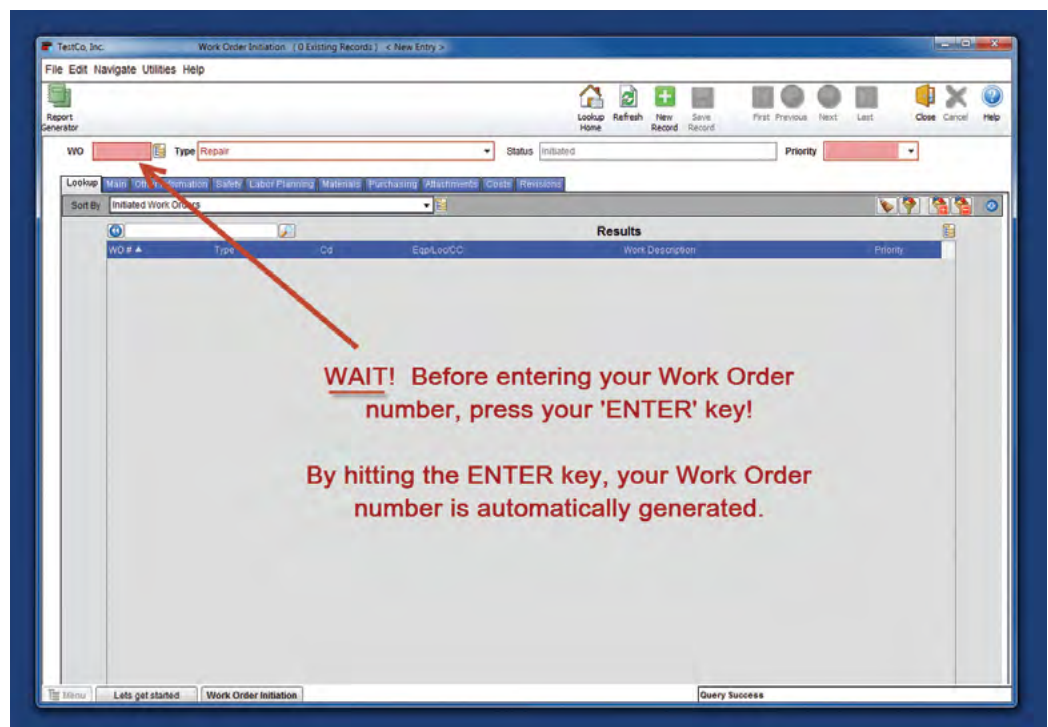
Create a Work Order

Return back to the Main Menu and select Create a Work Order! Go ahead and click the bar!



WAIT!

Before starting to type, tap the 'Enter' key to initiate the first Work Order Number for the system!



After hitting your “Enter” key, MAPCON automatically generates a Work Order number. The field shows ‘NEWKEY’. A Work Order number will automatically appear.

Type in a piece of equipment from your Equipment List and complete the form!

And, with those few steps, our new Work Order takes shape!

Now, it merely remains for us to select an appropriate priority and complete the Work/Problem Description.

Click ‘Save Record’ and the process is done! Our new Work Order is done!

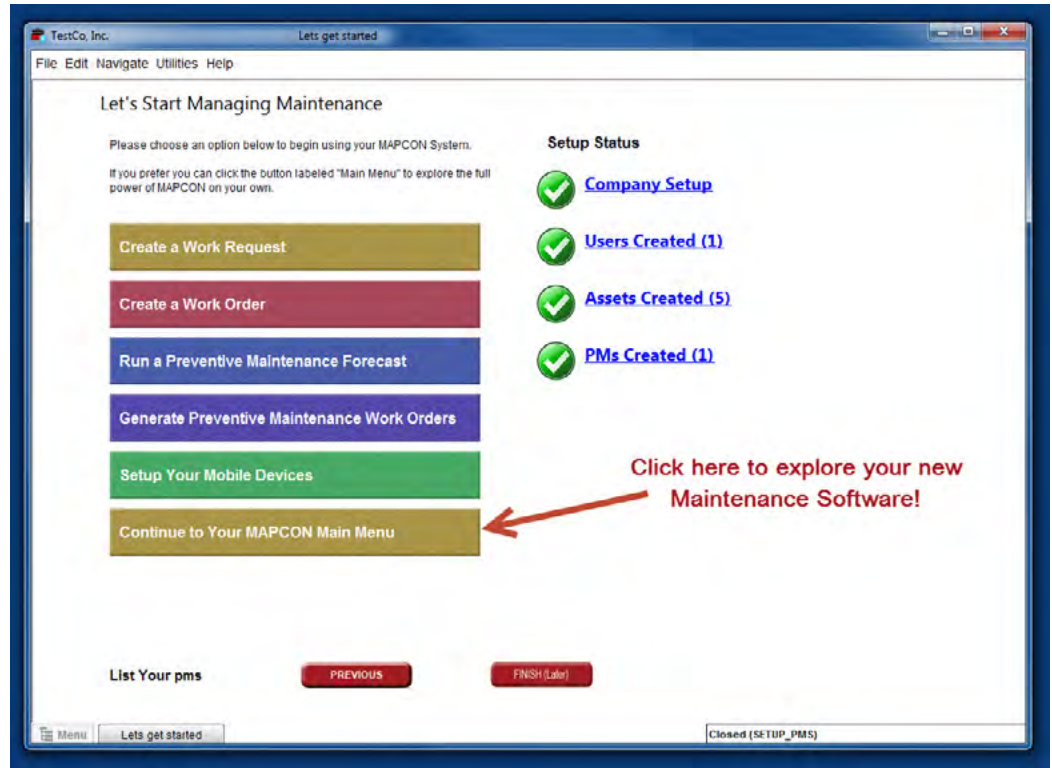
Finally, choose the “Close” icon at the top right to close the window and return to the Managing Maintenance Menu!

Okay! So, what's next?

After we completed the Work Order in our previous example, we returned to the Managing Maintenance Menu here by choosing the "Close" icon along the top right of the Work Order Initialization window!

So, now we are ready to explore all the rest of the features and capabilities of MAPCON!

Simply choose the bar titled, "Continue to Your MAPCON Main Menu!"




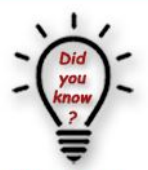
At this point, you may want even more information!

If so, why not schedule an in-depth, personal demonstration?

Head to our website, www.mapcon.com and select our **FREE Online DEMO** button, fill out the brief request form and we'll be happy to *show you how* our software works! Or just call us, **(800) 922-4336!**

MAPCON will be happy to schedule your own personalized DEMO of our software by one of our experts while you're sitting right at your own PC via *Go-To-Meeting®!*

This isn't a video! This is a thorough hands on walk through of our CMMS Software. **FREE!** And, there's *no obligation!*

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