Quick Start Guide
MAPCON CMMS Software
(both versions)
MAPCON LITE and MAPCON PRO

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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.
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.
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!

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**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 manufacturer’s 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.
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 handyly 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 MAPCON 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'.

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