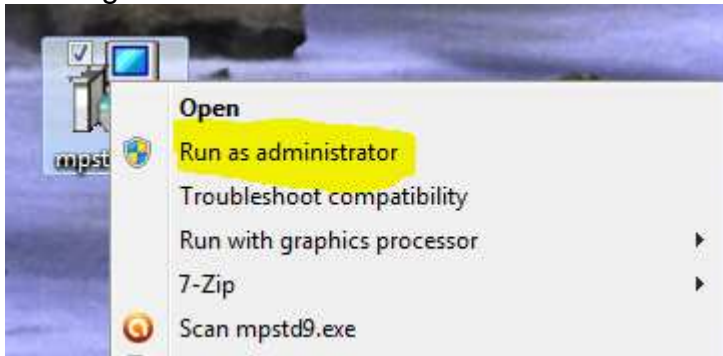


Getting Started

We suggest that when evaluating MainPlan that it be installed on a standalone PC or laptop rather than on a network. Installation on a standalone Windows® PC is very straightforward and can easily be accomplished by most users by following the instructions below.

To download and install the MainPlan demo system please proceed as follows:

1. Download the MainPlan Gold+ demo or the MainPlan Standard demo from <http://www.mainplan.com/download-demo/> .
2. When downloading, use the Save option and save the downloaded file in a convenient location such as the Desktop.
3. After the download is complete, use the Run option to run the downloaded file if you are NOT using Windows Vista or Windows 7. When using Windows Vista or Windows 7 you must right-click on the downloaded file and select “Run as Administrator” as shown below.



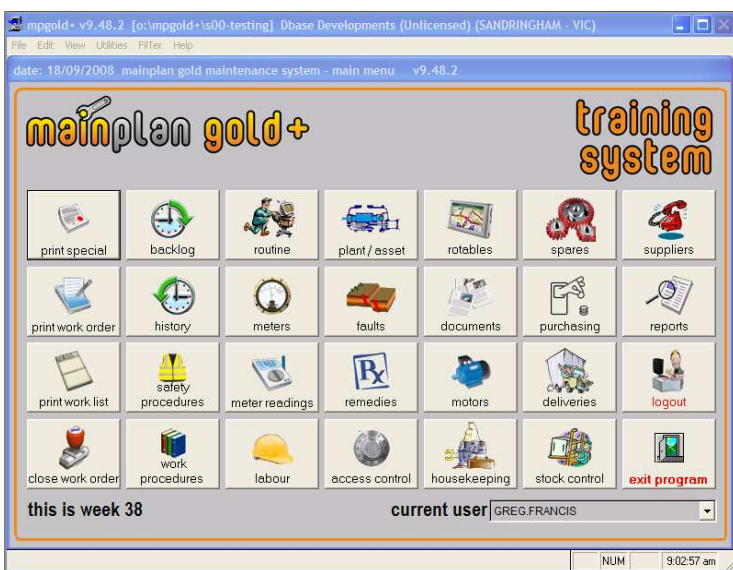
4. Follow the installation instructions, installing MainPlan in the suggested directory.
5. A full on-line user manual is installed together with MainPlan.
6. Run MainPlan (or just the user manual) by clicking Start->All Programs->MainPlan.
7. Login to MainPlan with username SYSOP and password SYSOP.
8. When MainPlan is running the user manual can be accessed by pressing F1.
9. Demonstration MainPlan expires after 30 days or 50 runs. These restrictions are removed by purchasing the product and registering, please contact support@mainplan.com for details.

Registration is a once only procedure and instructions are provided on the System Menu at the top of the MainPlan screen under Help->Registration.

MainPlan CMMS features

1. Maintenance Planning
Planning tasks that are known about in advance so that they can be done in a managed way.
2. Maintenance Recording
Keeping a record of the work of the maintenance team, both planned and unplanned.
3. Spares Control
Managing the materials side of the maintenance budget (generally split into labour and materials).
4. Reporting
Producing reports that are useful to the maintenance operation from the information that has been recorded in the system.

When MainPlan starts, log in with the username SYSOP and password SYSOP, you will be presented with the Main Menu.



Setting up MainPlan to schedule maintenance

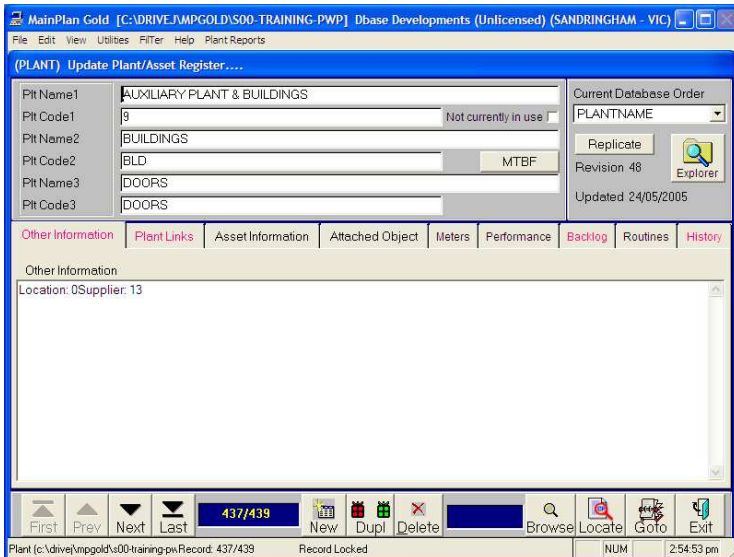
Most users will want to set up MainPlan to schedule preventative maintenance. In its most basic form, three pieces of information are required: What, How and When.

What (or Where)

This is in the form of a list of all the “maintainable” items on the site. The list is variously called a Plant Register, Asset Register or Asset Listing.

This list should also reflect the way that the plant items are usually thought of in your location. In a manufacturing environment the plant listing typically follows the production flow; in other applications it often follows the geographical layout. Each record in the plant register uniquely describes one piece of plant or equipment using a 3-tier hierarchy. A plant numbering system must be decided upon if one is not already in existence. Plant Name 1 is the top level of the hierarchy. It is a unique 75 alphanumeric character identification of each major plant item. Alternatively, it could be the identification of a production line, department, cost centre, building and so on. The major plant item can then be broken down into minor plant groups identified by Plant Names 2 and 3. The Plant Codes are the unique codes (made up of alphanumeric characters) for each Plant Name.

Selecting the Plant or Asset Item pushbutton on the MainPlan Main Menu brings up the Update Plant Register window.




All update screens have a Navigation Toolbar at the bottom:



The functions of the buttons are from left to right:

	First	Goes to the first record in the current sort order (rewind).
	Prev	Goes to the previous record in the current sort order (reverse).
	Next	Goes to the next record in the current sort order (forward).
	Last	Goes to the last record in the current sort order (fast forward).
	41/42	Shows that you are looking at number 41 of a total of 42 records in this database table.
	New	Adds a new record to what's already there.
	Dupl	Copies the record you're looking at and moves to the copy.
	DELETED	Displays either or DELETED
 	Delete Recall	Pressing once deletes the record on display, and shows DELETED in the window. The button now shows Recall. The record is not deleted until is selected.
	Browse	Displays the database in a spreadsheet format.
 	Goto Locate	Lets you go to any field in the database that you select. Goto looks in a specific field, locate searches all fields.

	Leaves this screen and deletes anything you've flagged for deletion.
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How

The steps which describe work to be done is called a Work Procedure. These are job specific instructions about how to do a particular task. They can be:

- Verbose every step of the job is detailed,
- Cryptic may refer to a shop manual page only, or anywhere between.

Generally, these Work Procedures should provide enough detail for an experienced tradesperson unfamiliar with the task to do the task correctly. Using check boxes or other similar devices which require a response to the items of the Work Procedure reduces the chance of missed items (for whatever reason). It is much easier to get a busy tradesperson to tick a check box than to write a detailed story.

Selecting the Work Procedure pushbutton on the MainPlan Main Menu brings up the Update Work Procedure window.

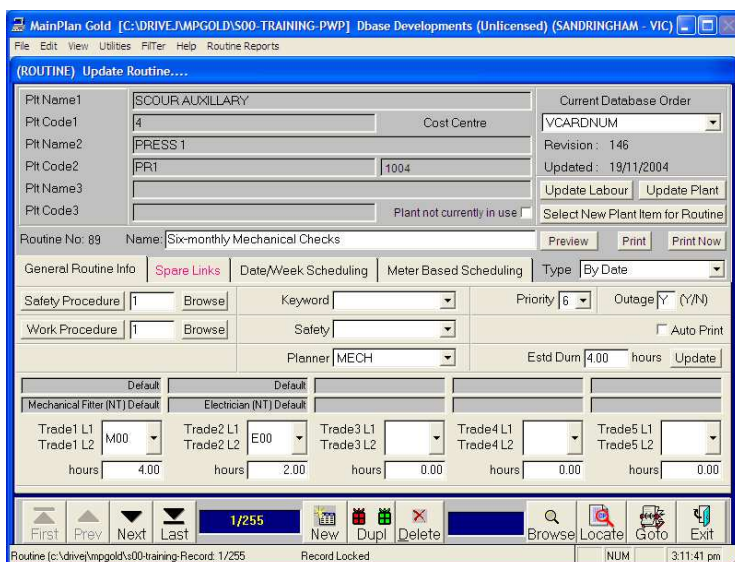
If an isolation and/or Job Safety Analysis must be done before the actual work, this can be included as a Safety Procedure.

Selecting the Safety Procedure pushbutton on the MainPlan Main Menu brings up the Update Safety Procedure window.

When

Once the Assets are entered into MainPlan and the Work Procedures have been drawn up it is then possible to schedule preventative maintenance by drawing up Preventative Maintenance Routines.

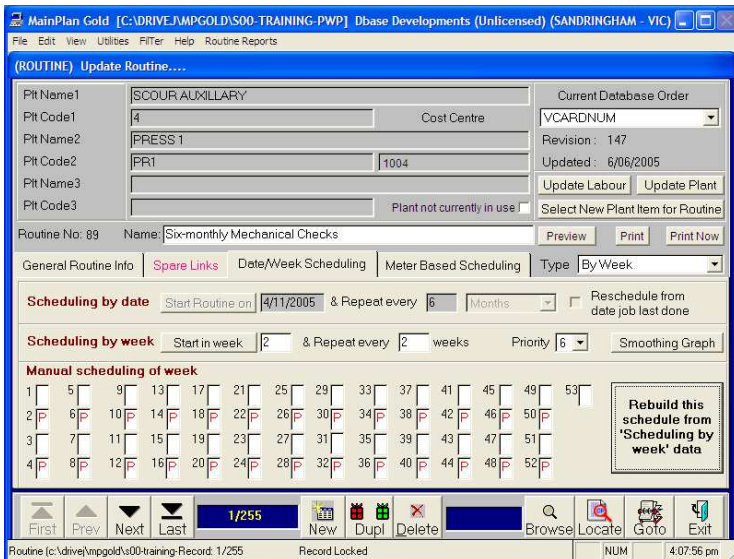
Selecting the Routine pushbutton on the MainPlan Main Menu brings up the Update Routines window.



Selecting New on the Routines page brings up the Asset selection window to allow you to select the **What**. Clicking the Safety Procedure button allows you to select a Safety Procedure. Clicking the Work Procedure button allows you to select a Work Procedure. You have done the **What** and the **How**, all that remains is to give the Routine a name (box in the middle of the screen) and to add in the **When**.

Scheduling of Preventative Maintenance Routines

For the easiest example of scheduling, click the drop-down on the right side of the screen labelled type and select By Week. Next click the Date/Week Scheduling Tab in the middle of the screen to bring up the scheduling information.



Select the first week of the year in which you want the work to be scheduled with the “Start in week” in the middle of the screen and select the frequency in the adjoining box. That’s all there is to it, select New to do another or Exit to return to the Main Menu.

How does MainPlan work?

The diagram on the next page gives an overview of how MainPlan works.

Backlog is the place where all work is held. It is divided into the 52 weeks of the year. Work can get into Backlog from three sources:

1. By entering it manually – From the Main Menu, select Backlog, then select New.
2. From JobRequest – the JobRequest module allows users to request work to be done. Jobs entered into JobRequest are queued for examination by the Planner and then moved into Backlog
3. From Routines – jobs like the one we just created in the example above are “posted” into Backlog in the appropriate week as set in the start and frequency settings.

Once jobs are in Backlog, you can print a list for any given week, or a range of weeks by selecting “Print Work List” on the left side of the Main Menu. You can print the actual work orders by selecting “Print Work Order”, also on the left of the Main Menu.

The printed Work Orders are issued to Maintenance Staff and once the work is completed the job is “Closed out” (moved from Backlog to History) by selecting “Close work Order” on the left of the Main Menu. The number of the Work Order is entered, the status is set to (C)lose and the History details are added. Additional Work Orders are closed out by selecting New on the Close Work Order screen.

Dbase Developments

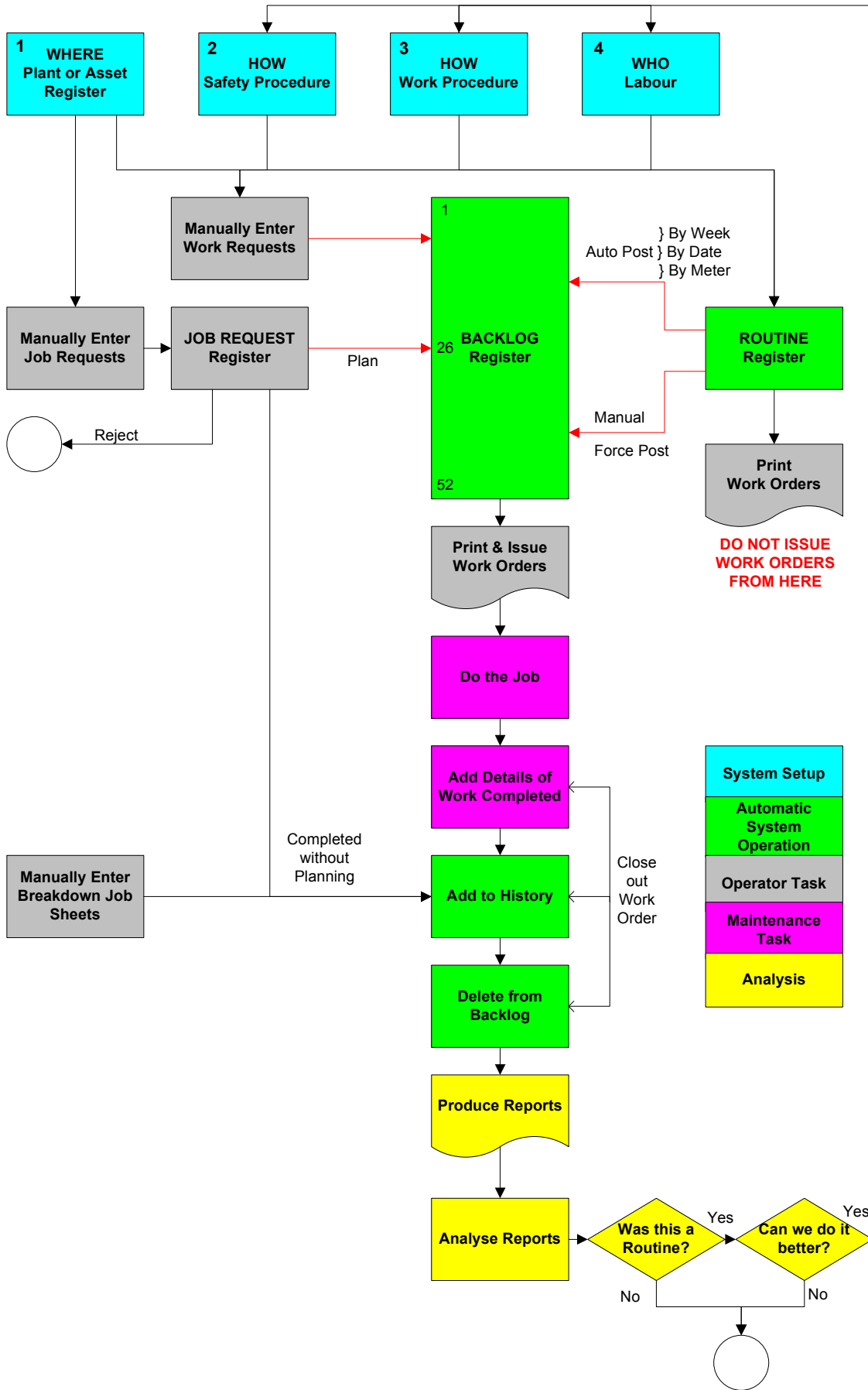


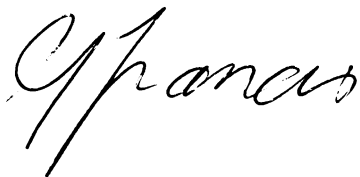
Figure 1 - CMMS Detailed Work Flow

This has been a very brief introduction to MainPlan. We have not touched on the spare parts module or the many reports available from the system.

Further help is available from the online manual (press F1 when MainPlan is open) and do not hesitate to contact Dbase Developments on 03 9502 0434 if you need assistance.

A more extensive Training Manual is available for a small charge to offset printing costs.

Yours truly,

A handwritten signature in black ink that reads "Greg Francis". The signature is written in a cursive style with a large, stylized 'G' and 'F'.

Greg Francis
Dbase Developments