mini maint®

Easy CMMS

## Combine power with logical screen layouts….. you get full control!

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- SCADA Compatible
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General

As in MicroMaint, easy software navigation and simple menus are the keys to MiniMaint's simplicity. This is first provided by an asset tree structure with a cut, copy and paste facility.

Each asset is located geographically and can be found quickly using the simplified search. From there a double click can lead you to all your asset information.

A plain menu design offers fast access to all program areas that are required to maintain and manage your medium to large enterprise maintenance operations.
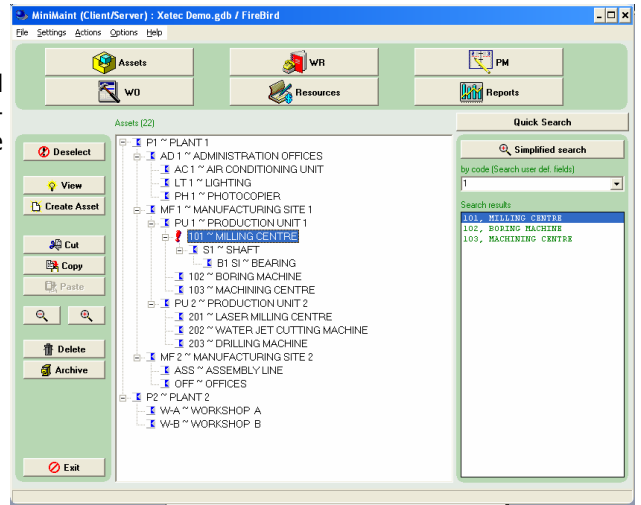
Maintenance Operations

As customer requirements differ, we offer several different ways to install and use our software. These methods can be combined across one or more sites, therefore offering great flexibility, yet centralised management and reporting.
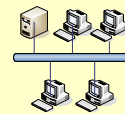

| Internet | PDA (3G/GPRS WIRELESS BLUETOOTH) | SCADA/PLC | Concurrent Use | Work Request |

Asset Information

The reports you need guide you towards your asset classification, and there are ample fields to record location, cost centre, downtime cost per hour, service time and many more including 20 user defined fields.

If you want more accuracy than a time based preventive schedule, use one of two meters with an automatic data import facility, available on each asset.

*The availability to import data is a crucial factor in setting up your asset register, parts listing, and other lists. Should this information be available in spreadsheets, we at Xetec can import the data.
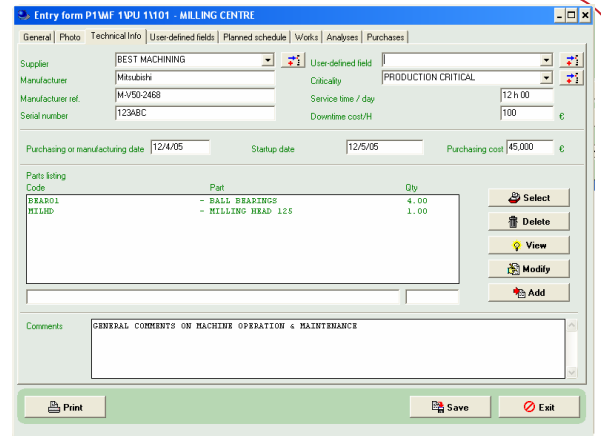
Work Requests

With no knowledge of MicroMaint required, this allows those outside the maintenance department to post requests to the supervisor. This is a simple screen that allows feedback on the progress to be provided to the creator. The supervisor has the option to transform the work request to a work order just by a simple click of the mouse.

The supervisor has the possibility of creating more than one work order from each work request. Should the level of work requests increase, this facility can be used as a Help Desk.

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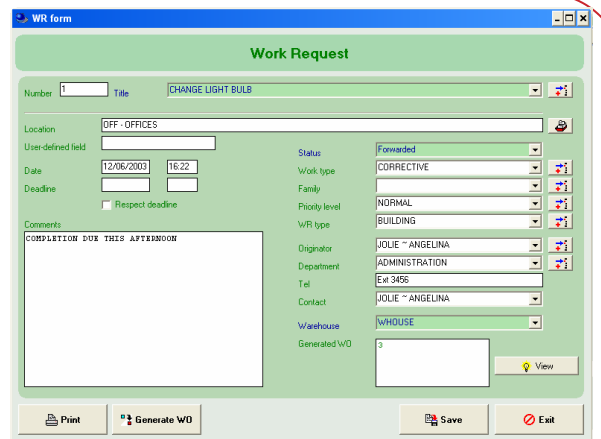
Planned Maintenance

Besides the standard PM, model PM's allow for similar assets. Model PM's are templates stored in a library and thus can be applied at any time to any number of assets. A link between model PM's and those applied to assets is maintained so that changes to the model are carried through.

Managing your resources is possible as in both standard and model PM templates, technician times and costs, and part quantities and costs and easily entered.

Comments and attachments contain all the information that is necessary for the successful completion of the work.

Work Orders

Three setup choices allow you to generate your work orders, automatically when you open the software or at a specific time during the day, or manually, the option is yours.

Should you wish to move away from paper based records, because of the simple closing procedure you have the option to allow the engineers to complete details and close work orders. This is possible in three ways; in the software, on the internet (intranet too), and using PDA's (3G/GPRS, Wireless or Bluetooth).

Spare Parts and Stock

Because an Asset Register is not enough, Micro-Maint includes a spare parts facility, keeping a track of all parts needed, quantifying actual, available, minimum and reorder stock levels for each and every asset.

As MicroMaint always recognises your part requirements for planned work orders too, you can therefore set up ample warning using the automatic stock reorder report.

If the time is not available to enter all the parts required, or you don't have a spreadsheet with all your parts listed for instant import, every time you use a part in a work order on an asset, it can be automatically added to that asset's part list. Easy.

Reports

One of the prime reasons for implementing a CMMS is to obtain and review reports. Three ways allow you to do this;

1. Monitoring Table where one glance gives feedback on the overall performance of your operation and has a drilldown capability to further information

2. Asset analysis (shown here) where information on any particular asset can be examined

3. One of 150 reports available with the possibility of any custom report to be added to the list. Where applicable, reports are complete with pie/bar graphs.
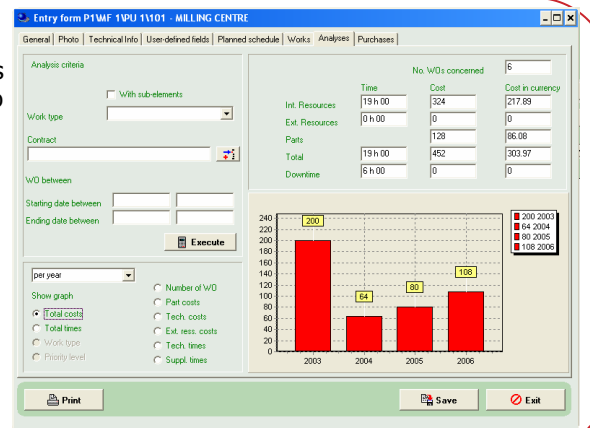
Optional Modules
The following are all seamless options for MiniMaint empowering you to take full control of you maintenance management, and all resource details whether operating on a single or multinational sites.

Multiple Warehouses
The facility to operate more than one warehouse allows you to place orders from specific warehouses, transfer parts from one store to another, use specific stores for work order parts used and allow users to view parts in all stores. On opening the module, you see a summary of all parts in all stores, including the "Substitutes" store (see below).

Purchase Orders and Budget Control
MiniMaint as standard can list all spare parts that require restocking. This option then allows the creation of a purchase order for either spare parts or sub-contractors time. Tracking is possible with estimate, partial receipt, balanced and invoiced conditions for each order. It is also possible to automate your purchase orders.

Two types of budgeting are available; purchasing and operational. Purchasing covers the requisition of spare parts, providing constant feedback on your budget figures. Operational is linked to your work orders and providing control of your work order expenditure.

Barcodes for Stock
Manage your parts stock easily by being instantly able to find all details on a part, quickly enter the usage of the part on a work order or the ordering of a part on a purchase order. This option is recommended when you have the multiple warehouse option installed.

Work Order Tasks
In the basic MiniMaint system, a full set of task instructions can be included in work orders. This option enables you to design those series of tasks to be completed one by one, and individually ticked off in the software. It is suitable where there are safety issues, or the work order includes a series of tasks to be performed in a particular sequence or by multi-discipline teams or departments.

Barcodes for Work Orders
This allows frequent repetitive tasks to be completed simply, as they do not require detailed reports before closing the work orders. It takes only three barcode scans to simply complete a visual inspection or safety check. Once to identify the engineer, record the appropriate asset details, and then the validation of the work carried out or the creation of a new task. It can also be used for the speedy import of new data and corrections to work orders.

Planning
Planning provides you a daily and weekly charts to visualise, control and manage your engineering workforce. Advanced planning can manage job conflicts, giving you an alarm if you assign a job to an engineer who is already scheduled for another job at the same time. You will then be simply able to re-assign that task to other available employees.

Substitutes
This option manages interchangeable asset parts. Typically, substitutes are repairable items such as moulds, production tools, truck tyres etc. They are usually identified by a serial number, and can be replaced by a similar part to enable repair or re-calibration.
When fitted to an asset, they will behave like a sub-asset, on which it will be possible to create work orders on the substitute itself. Substitutes also hold their own history on work orders, therefore you have a full account of the costs of parts used and hours worked on each item.

Work Requests
Work Requests are independent modules which are used only to send work requests for the attention of the maintenance department. Their operation is completely independent of MiniMaint and can be used by any employee due to the simplicity of the screen. It can be installed on any network PC and requires limited network bandwidth.

Invoicing

This option is available should you wish to create invoices for either internal departments or cost centres. Alternatively, if you are a service management company, it creates customer invoices. The invoices contain costs for work done and parts supplied on work orders and margins are allowable. This module can also be integrated with third party accounts software.

WEB Module

With all of the main software functions available in the Web Module, this option is especially suitable for companies with multiple remote locations, or those looking for global control. Three types are possible, web requests, web work orders and an option for both requests and work orders. As only a web browser is necessary, this option is suitable for PDA's with a browser, whether they are Pocket PC or Palm operated. Add 3G/GPRS, wireless or Bluetooth and you have flexible solutions. The web module is also suitable for an intranet, providing company-wide access to the CMMS.

Universal Import

This option is not only suitable for the initial import of data, but also for the regular import of external data from other processing systems or files. Specific updates such as stock quantities or external worksheets are two examples, opening your system to many other applications.

Linked PM's

This option allows the creation of a priority tree of linked Planned Maintenance jobs assigned to the same asset. For example, if an asset has a three monthly planned task and a once yearly overhaul, as the work done on the three monthly planned task is included in the once yearly, then the 4th three monthly task (to be performed at 12 months) will not be created automatically. Each asset has it's own priority tree each can have as many levels as needed.

Programme Actions

This makes it possible to automate all peripheral tasks created around your MiniMaint software. Tasks such as initiating imports or exports, or sending e-mails are examples all depending on certain events, thus customising your installation. Parameters are available to assist in the creation of the programming actions.

Advanced Data Access

This limits access to approved sections of the asset tree structure depending on the user's logon details. This access includes assets, stores and stock, work orders and planned jobs. Thus one database can contain data on multiple sites to be controlled centrally but operated locally.

Link to Supervisory Software

This option allows the creation of a link to a SCADA package or a PLC, therefore controlling the generation of Planned Maintenance into Work Orders by way of live production data.

MaxiMaint

MaxiMaint is MiniMaint with all of the above options included, but at an economical price compared to buying the modules separately.

Providing you with complete control and flexibility allowing you to control your multiple site's and have centralised reporting.

Specification

Minimum; Windows 2000/Xp, Pentium 3, 500MHz, 256MB Ram, 600MB Hard Disk space.
Development; C++ and SQL Database (included). Available in Microsoft SQL and Oracle 9 & 10.

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