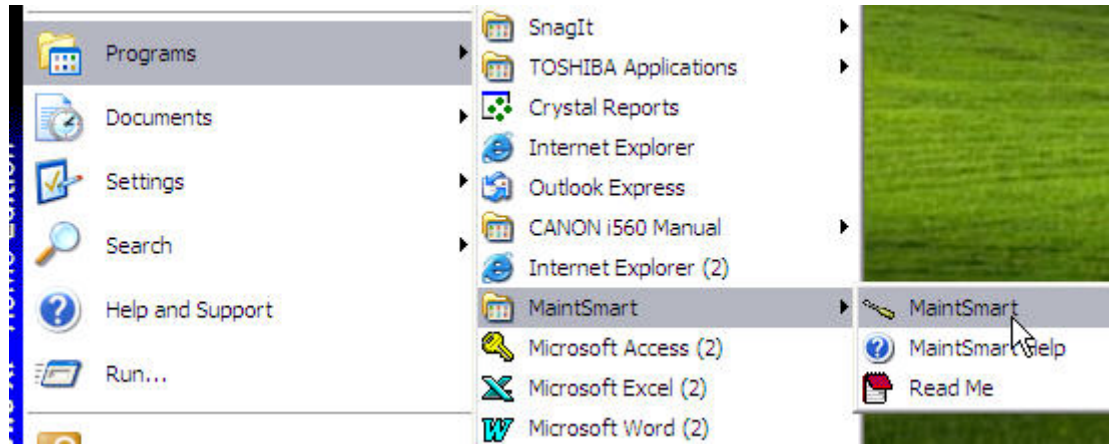
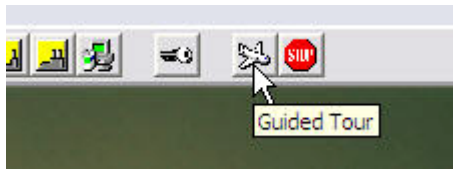


# Using the MaintSmart Guided Tour









## Begin Using the Guided Tour :

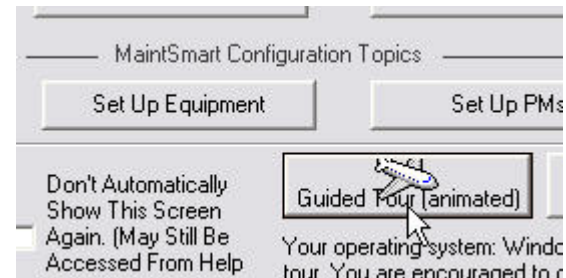
1. Start MaintSmart as depicted on the right. Turn on your speaker if you have speakers (not required)
2. When MaintSmart starts click the “airplane” icon at the top right (pictured below).



**Note:** You may also access the guided tour by pressing the button on the MaintSmart Tutorial screen (pictured on right)

**Note:** The following screens have this feature enabled:

-  PM Task Completion Validation
-  Work Order Data Entry
-  Task and Preventive Maintenance Configuration
-  Equipment Configuration
-  General Program Configuration Including Equipment Hierarchies
-  Inventory Configuration
-  Equipment Tree
-  Purchasing and Parts Usage



# Using the MaintSmart Guided Tour


**Note.** When the agent character (Merlin) appears he will begin speaking. Right mouse click on Merlin to display the pop-up menu (see picture on right) .You may control his speech speed , and how long the text “balloon” remains on the screen after Merlin finishes a topic. You may also save a tour position on a particular screen, and more.

## Guided Tour Navigation Buttons


 Start Tour


 Stop Tour

 Next Topic or Start Tour

 Repeat Last Topic

**3.** The first topic is an introduction. This introduction lasts about 4 minutes. To cancel this introduction press the **Stop** icon in the tool bar at the top right of the screen.

**4.** To listen to anew tour topic click the navigation icon (for example select the gray background wrench for instruction on work orders ). Next press either the **Airplane** icon or the hand-pointing right to begin the topic.

**5.** When Merlin finishes speaking press the  icon to proceed to the next instruction or press the keyboard <ARROW RIGHT> to advance to next topic or <ARROW LEFT> to repeat last topic. Alternatively you may hold <CTRL> key and left mouse-click on Merlin to advance to next topic or hold <SHIFT> key and left mouse-click Merlin to repeat last topic.

