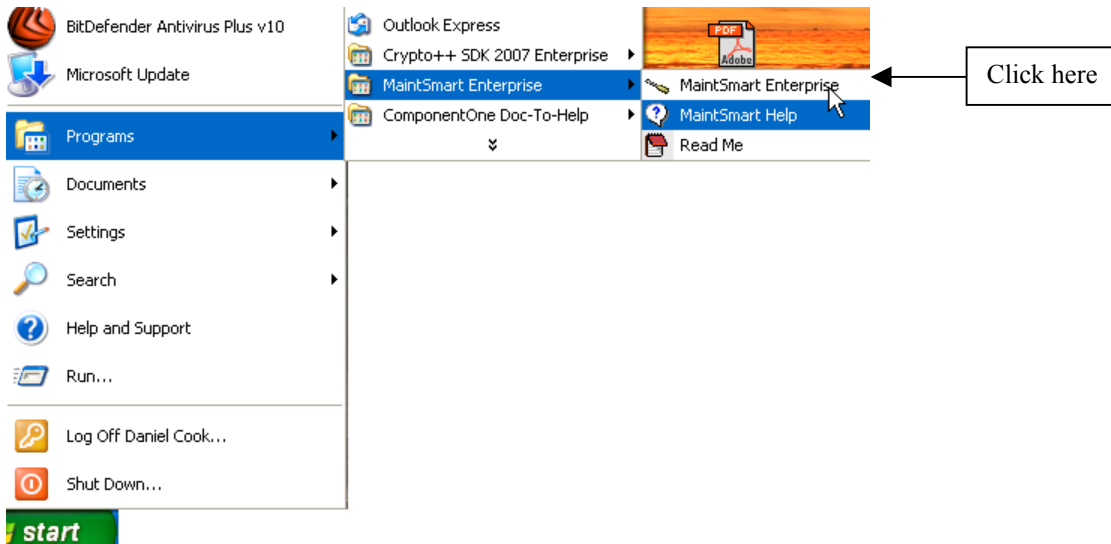
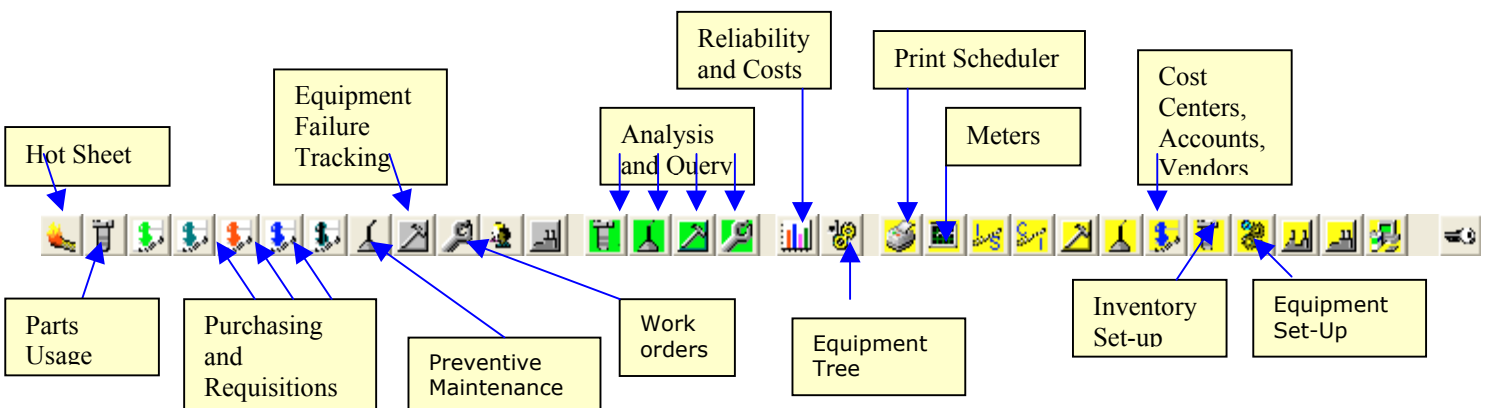
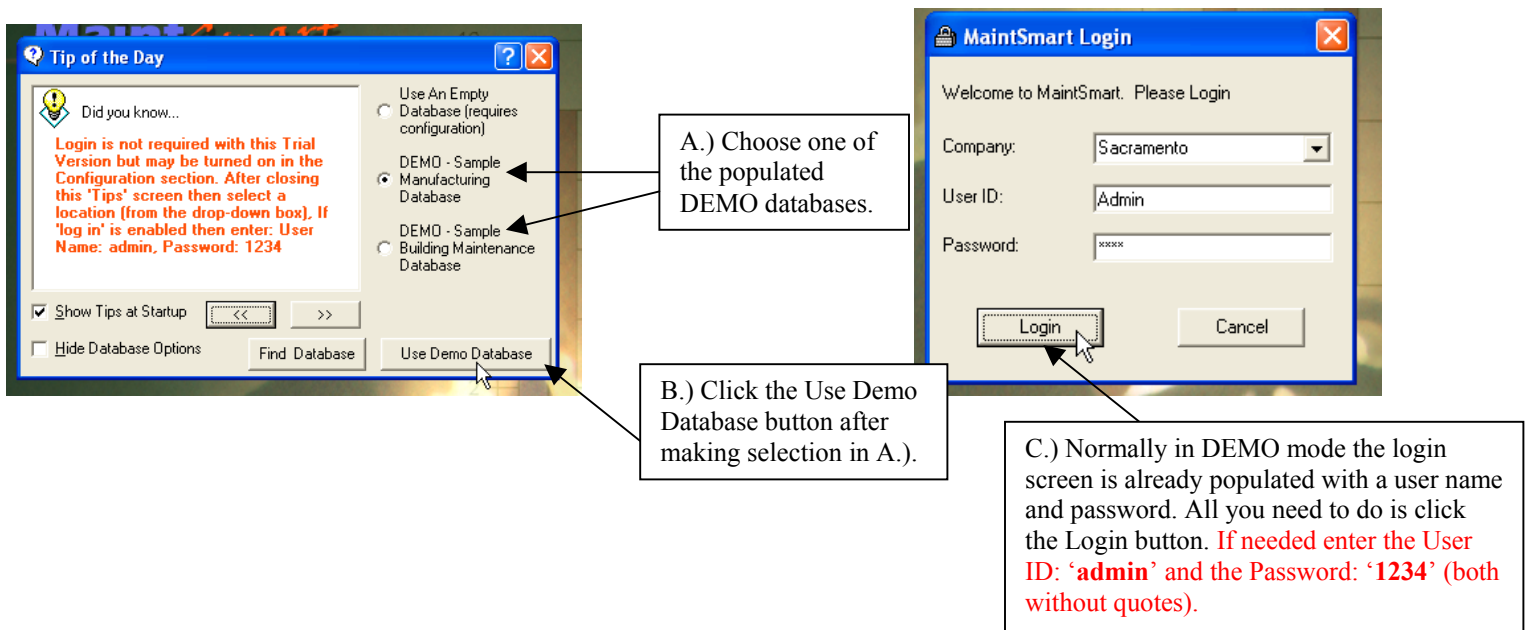


Using MaintSmart for the First Time

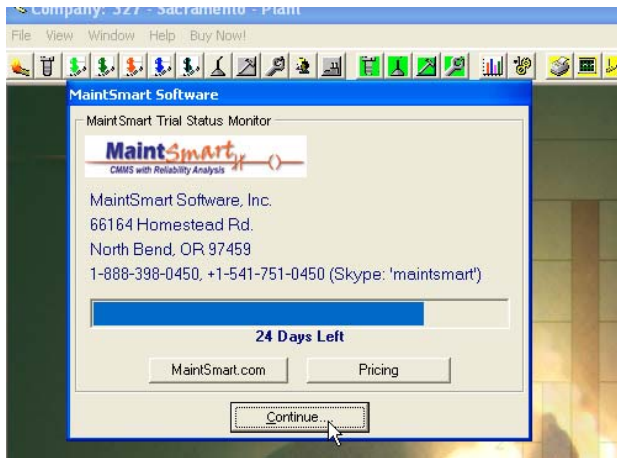
1.) Begin by either clicking the desktop shortcut (if available) or using the Start button Programs menu as depicted below:



2.) When MaintSmart starts you'll see the Tip of the Day screen along with the DEMO database options. Choose either the Manufacturing DEMO database or the Building DEMO database for testing purposes. There is also an empty database that may be fully configured but normally it's best to use one of the other populated databases first to get a feel for how the program works.

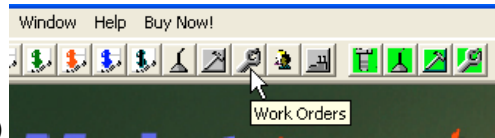


3.) You should now be successfully logged into MaintSmart. Click on one of the buttons at the top of the screen to enter that screen. When you click one of the buttons the Trial Version screen appears indicating the amount of time left in the trial period. Click 'Continue' on this trial version screen. **NOTE: this is the full version of MaintSmart without any other limitations other than days left in trial period.**

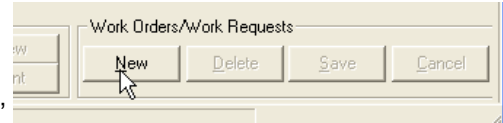


Work Order Example:

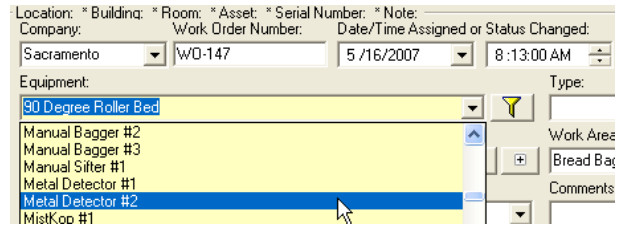
a.) Click on the gray wrench button (work order data entry)



b.) When the screen opens click the button at lower right that is labeled 'New'

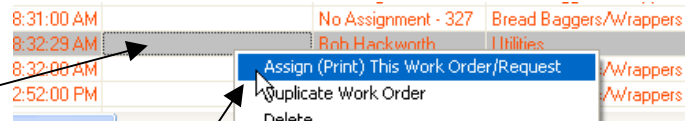


c.) Enter or select data from the boxes below the grid area as needed. Only the yellow boxes are required. Note that the grid area above the boxes is for display only and cannot be typed into.



d.) Press the 'Save' button to keep changes.

e.) To edit, delete or print the work order left mouse-click the grid row containing the work order then either make changes and press 'Save', or press 'Delete' to permanently delete the work order, or right mouse-click the grid area and then choose 'Assign This Work Order...' from the resulting pop-up menu.



To Edit, Delete or Print: Left mouse-click row to select a record to work with first. Selected row changes color.

After making selection right mouse-click grid area to display pop-up menu.

Call or email if you like to explore MaintSmart further. We can provide an online demo, phone demo or simply answer your questions.

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