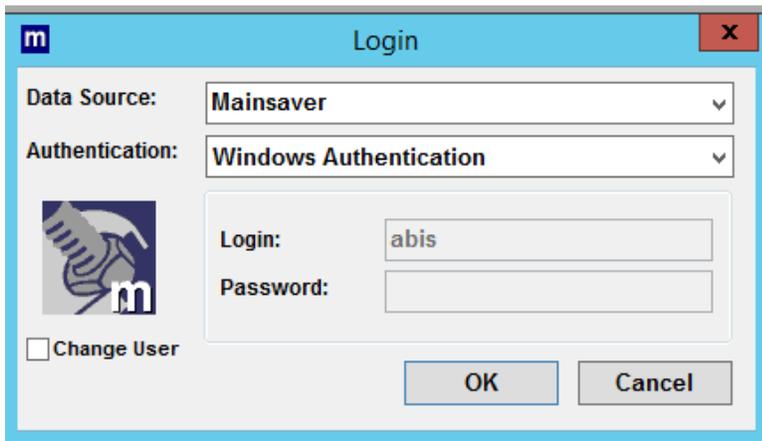


Mainsaver Basics

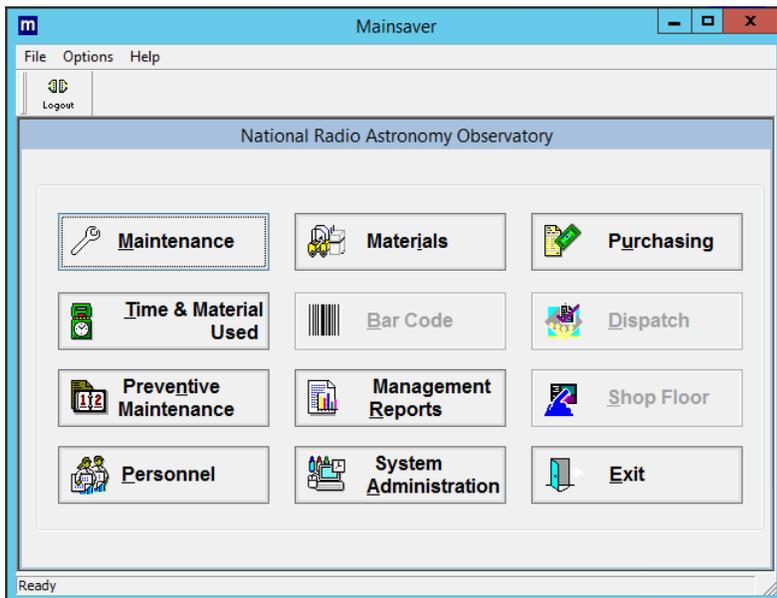
To log into Mainsaver, double click on the logo located on your desktop.



Confirm that “Windows Authentication” is selected and hit “OK”.



You will then see the following screen:



To Submit a Work Order:

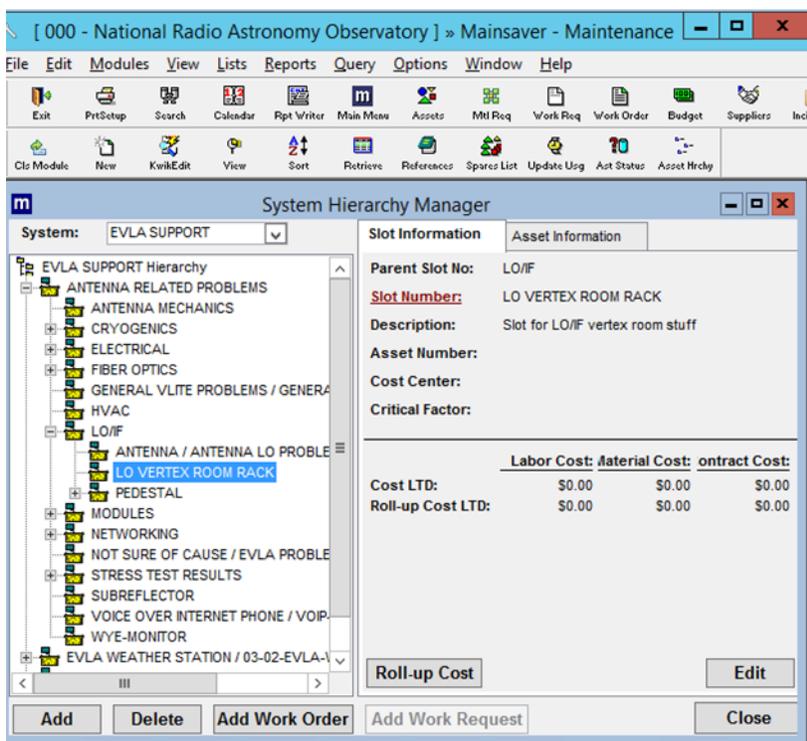
Click on the “Maintenance” button .

Click on the “Assets” tab.



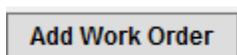
Either hit F7 or click “Options -> “Slot Hierarchy” -> “Open” then chose the relevant work area from the pulldown system menu by navigating the appropriate folders and subfolders.

Chose the appropriate slot\asset. Do NOT choose a folder, rather, choose an asset!



The asset information should show up automatically on the right hand side of the hierarchy manager. Confirm that the relevant information is filled in. This may be a problem if you have to must select an empty slot. You will then need to manually fill in the fields that appear in red.

Click the “add work order” button located at the bottom of the page.

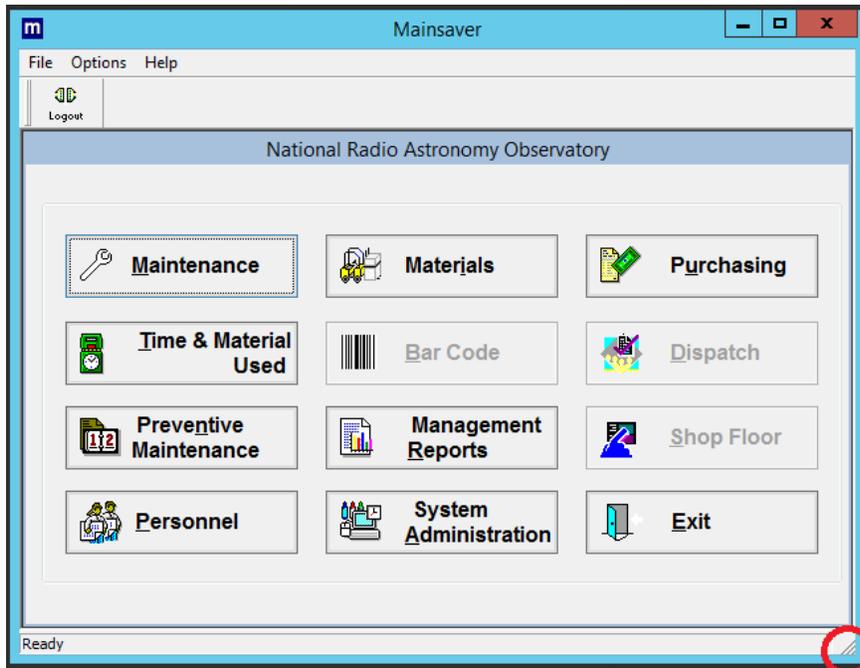


Then fill out the following fields: “Originator”, “Fault Code” and “Work Requested”.

Click “Okay” twice to open the work order and sent it to the maintenance coordinator.

To Resize the Window

Place the cursor on the lower right hand corner. The cursor is in the right place when it changes shape.



Then, holding the mouse button down, drag the cursor until the grey line is the desired window size.