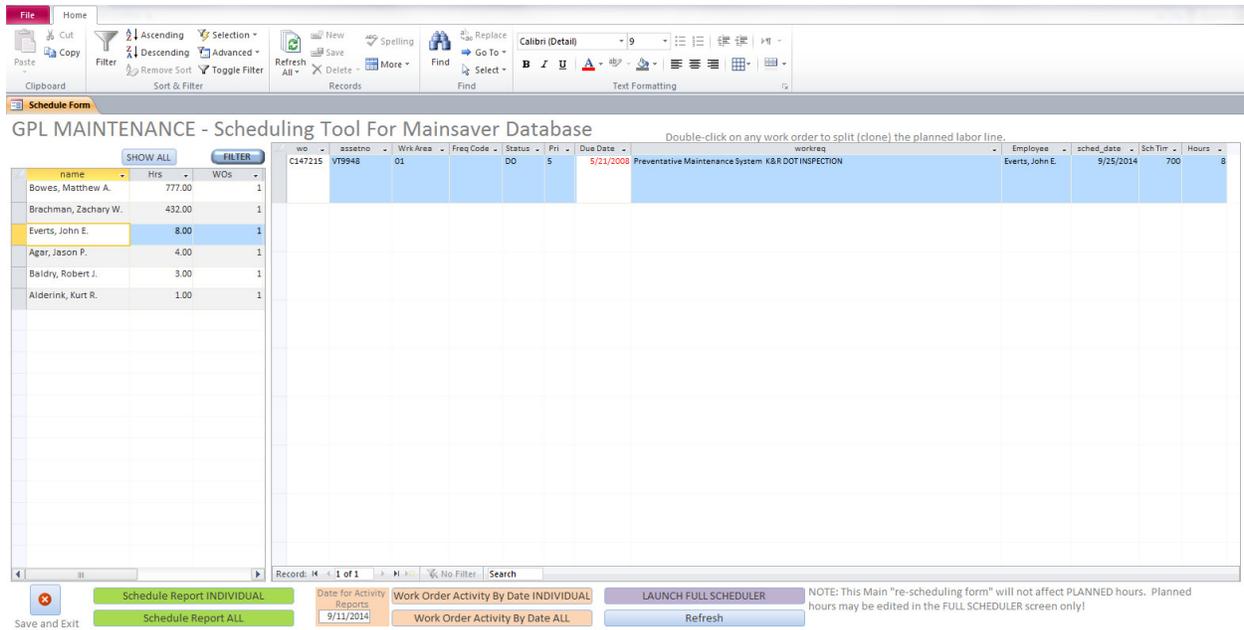
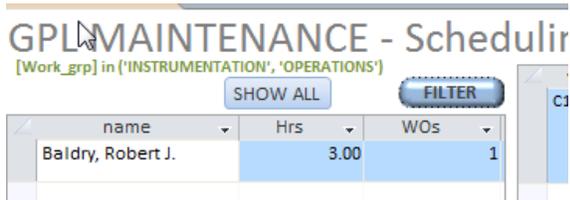
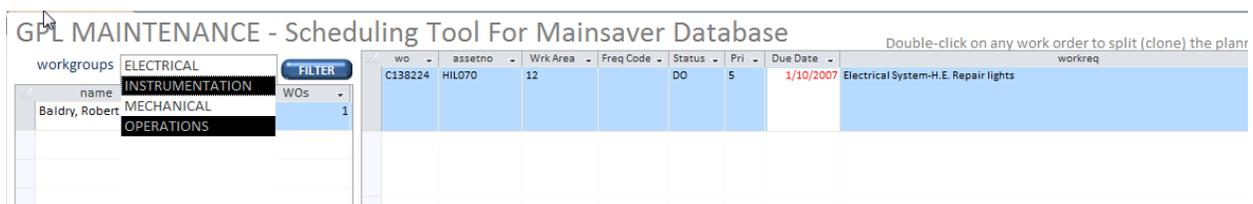


External Scheduling Tool For Mainsaver© Users Guide

Upon launching the application, you will automatically be brought into a screen showing you all of the work orders and employees in the current Mainsaver© schedule. On the left side you will see those employees who have current work orders scheduled for them. Next to their names you will also see how many work orders are scheduled for them and how many total hours. If you click on an employee, you will see their schedule on the right hand side of the screen. The application is divided into two parts: A Rescheduling tool and a Full Scheduler.



WORKING WITH CURRENT SCHEDULES USING THE RESCHEDULING TOOL



You can modify an existing employee schedule by:

- By changing (editing) **any one** of the following:
 - o Employee

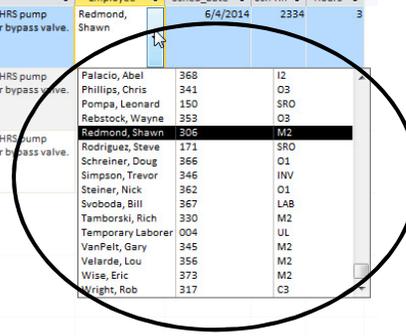
- Schedule Date
- Schedule Time
- Hours
- Copying the work order to another employee's schedule
- Deleting a work order from an employee's schedule

If you change an employee on a work order (assign a work order to a different person), it will disappear from the current employee immediately after the change.

saver Database

Double-click on any work order to split (clone) the planned labor line.

wo	assetno	Wrk Area	Freq Code	Status	Pri	Due Date	workreq	Employee	sched_date	Sch Trr	Hours
C121806	BLDG8000	TP		AWL	8	4/9/2012	Please replace all hot water plug valves on the hot water loop. This includes the 4 HRS pump isolation valves, the 2 heat recovery heat exchanger isolation valves and the boiler bypass valve. See Shawn for more info. scheduled to: Redmond, Shawn scheduled to: Redmond, Shawn	Redmond, Shawn	6/4/2014	2334	3
C121806	BLDG8000	TP		AWL	8	4/9/2012	Please replace all hot water plug valves on the hot water loop. This includes the 4 HRS pump isolation valves, the 2 heat recovery heat exchanger isolation valves and the boiler bypass valve. See Shawn for more info. scheduled to: Redmond, Shawn scheduled to: Redmond, Shawn	Palacio, Abel Phillips, Chris Pompa, Leonard Rabstock, Wayne Redmond, Shawn Rodriguez, Steve Schreiner, Doug Simpson, Trevor Steiner, Nick Svoboda, Bill Tamborski, Rich Temporary Laborer VanPelt, Gary Valaride, Lou Wise, Eric Wright, Rob	368 341 150 353 306 171 366 346 362 367 330 004 345 356 373 317	I2 O3 SRO O3 M2 SRO O1 INV O1 LAB M2 UL M2 M2 M2 C3	
C121806	BLDG8000	TP		AWL	8	4/9/2012	Please replace all hot water plug valves on the hot water loop. This includes the 4 HRS pump isolation valves, the 2 heat recovery heat exchanger isolation valves and the boiler bypass valve. See Shawn for more info. scheduled to: Redmond, Shawn scheduled to: Redmond, Shawn				



Clicking on the Schedule Date will cause a calendar icon to appear (which you can use to pick the appropriate date).

saver Database

Double-click on any work order to split (clone) the planned labor line.

wo	assetno	Wrk Area	Freq Code	Status	Pri	Due Date	workreq	Employee	sched_date	Sch Trr	Hours																																																	
C121806	BLDG8000	TP		AWL	8	4/9/2012	Please replace all hot water plug valves on the hot water loop. This includes the 4 HRS pump isolation valves, the 2 heat recovery heat exchanger isolation valves and the boiler bypass valve. See Shawn for more info. scheduled to: Redmond, Shawn scheduled to: Redmond, Shawn	Redmond, Shawn	6/4/2014	2334	3																																																	
C121806	BLDG8000	TP		AWL	8	4/9/2012	Please replace all hot water plug valves on the hot water loop. This includes the 4 HRS pump isolation valves, the 2 heat recovery heat exchanger isolation valves and the boiler bypass valve. See Shawn for more info. scheduled to: Redmond, Shawn scheduled to: Redmond, Shawn		<div style="border: 1px solid gray; padding: 5px;"> <p>June, 2014</p> <table border="1"> <tr><td>Su</td><td>Mo</td><td>Tu</td><td>We</td><td>Th</td><td>Fr</td><td>Sa</td></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> </table> <p>Today</p> </div>	Su	Mo	Tu	We	Th	Fr	Sa		1	2	3	4	5	6	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	2335	3
Su	Mo	Tu	We	Th	Fr	Sa																																																						
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29	30	1	2	3	4	5																																																						
6	7	8	9	10	11	12																																																						
C121806	BLDG8000	TP		AWL	8	4/9/2012	Please replace all hot water plug valves on the hot water loop. This includes the 4 HRS pump isolation valves, the 2 heat recovery heat exchanger isolation valves and the boiler bypass valve. See Shawn for more info. scheduled to: Redmond, Shawn scheduled to: Redmond, Shawn			2336	3																																																	

To add the same work order to an additional employee (without taking it away from the current employee), double click on the **record selector** to the left of the work order number. This will cause the work order to duplicate on the screen. Once that happens, edit the duplicated copy and assign that one to a different employee.

Scheduling Tool For Mainsaver Database

Double-click on any work order to split (clone) the planned labor

WORK GROUP	wo	assetno	Wrk Area	Freq Code	Status	Pri	Due Date	workreq
name: Redmond, Shawn Hrs: 9.00 WOs: 3	C121806	BLDG8000	TP		AWL	8	4/9/2012	Please replace all hot water plug valves on the hot water isolation valves, the 2 heat recovery heat exchanger See Shawn for more info. scheduled to: Redmond, Shawn
Cain, Leslie 5.00 1	C121806	BLDG8000	TP		AWL	8	4/9/2012	Please replace all hot water plug valves on the hot water isolation valves, the 2 heat recovery heat exchanger See Shawn for more info. scheduled to: Redmond, Shawn
Dembny Andre 3.00 1	C121806	BLDG8000	TP		AWL	8	4/9/2012	Please replace all hot water plug valves on the hot water isolation valves, the 2 heat recovery heat exchanger See Shawn for more info. scheduled to: Redmond, Shawn
Gonzalez, Joaquin 3.00 1	C121806	BLDG8000	TP		AWL	8	4/9/2012	Please replace all hot water plug valves on the hot water isolation valves, the 2 heat recovery heat exchanger See Shawn for more info. scheduled to: Redmond, Shawn
Palacio, Abel 3.00 1	C121806	BLDG8000	TP		AWL	8	4/9/2012	Please replace all hot water plug valves on the hot water isolation valves, the 2 heat recovery heat exchanger See Shawn for more info. scheduled to: Redmond, Shawn
Bielski, Ron 3.00 1	C121806	BLDG8000	TP		AWL	8	4/9/2012	Please replace all hot water plug valves on the hot water isolation valves, the 2 heat recovery heat exchanger See Shawn for more info. scheduled to: Redmond, Shawn

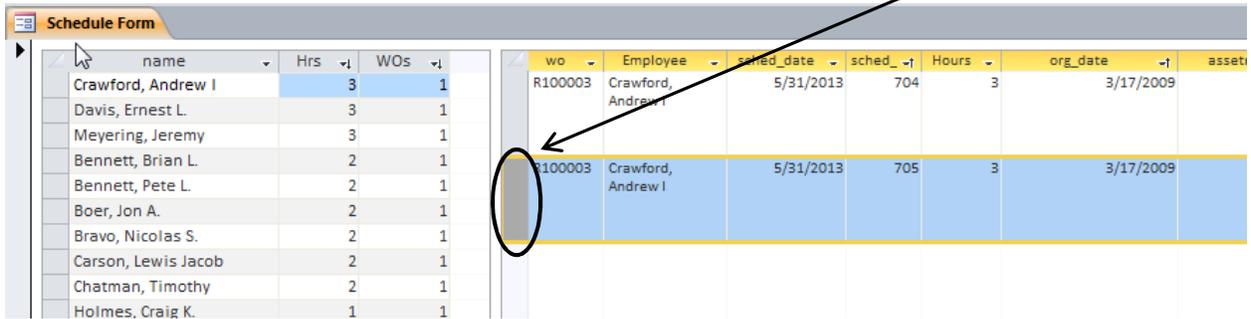
Schedule Form

Scheduling Tool For Mainsaver Database

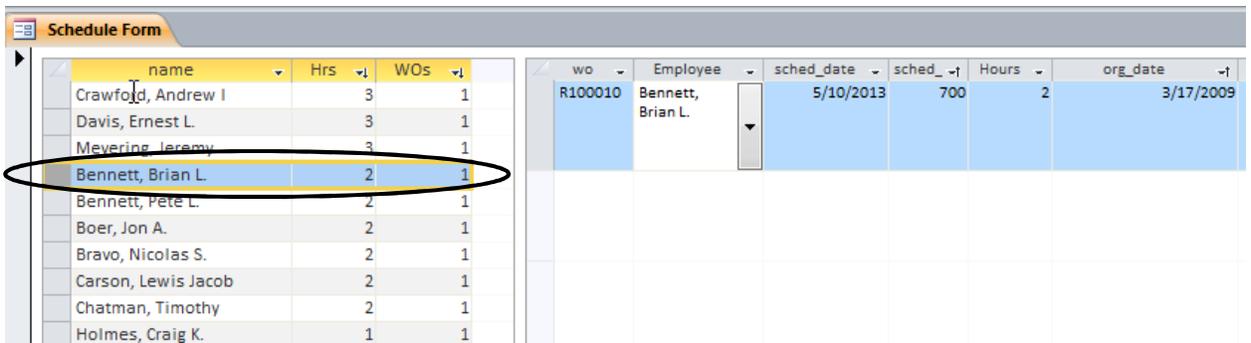
Double-click on any work order to split (clone) the planned labor line.

WORK GROUP	wo	assetno	Wrk Area	Freq Code	Status	Pri	Due Date	workreq	Employee	sched_date	Sch Tm
name: Redmond, Shawn Hrs: 9.00 WOs: 3	C121806	BLDG8000	TP		AWL	8	4/9/2012	Please replace all hot water plug valves on the hot water loop. This includes the 4 HRS pump isolation valves, the 2 heat recovery heat exchanger isolation valves and the boiler bypass valve. See Shawn for more info. scheduled to: Redmond, Shawn	Redmond, Shawn	6/4/2014	2334
Cain, Leslie 5.00 1	C121806	BLDG8000	TP		AWL	8	4/9/2012	Please replace all hot water plug valves on the hot water loop. This includes the 4 HRS pump isolation valves, the 2 heat recovery heat exchanger isolation valves and the boiler bypass valve. See Shawn for more info. scheduled to: Redmond, Shawn	Redmond, Shawn	6/4/2014	2335
Dembny Andre 3.00 1	C121806	BLDG8000	TP		AWL	8	4/9/2012	Please replace all hot water plug valves on the hot water loop. This includes the 4 HRS pump isolation valves, the 2 heat recovery heat exchanger isolation valves and the boiler bypass valve. See Shawn for more info. scheduled to: Redmond, Shawn	Redmond, Shawn	6/4/2014	2336
Gonzalez, Joaquin 3.00 1	C121806	BLDG8000	TP		AWL	8	4/9/2012	Please replace all hot water plug valves on the hot water loop. This includes the 4 HRS pump isolation valves, the 2 heat recovery heat exchanger isolation valves and the boiler bypass valve. See Shawn for more info. scheduled to: Redmond, Shawn	Redmond, Shawn	6/4/2014	2337
Palacio, Abel 3.00 1	C121806	BLDG8000	TP		AWL	8	4/9/2012	Please replace all hot water plug valves on the hot water loop. This includes the 4 HRS pump isolation valves, the 2 heat recovery heat exchanger isolation valves and the boiler bypass valve. See Shawn for more info. scheduled to: Redmond, Shawn	Redmond, Shawn	6/4/2014	2337
Bielski, Ron 3.00 1	C121806	BLDG8000	TP		AWL	8	4/9/2012	Please replace all hot water plug valves on the hot water loop. This includes the 4 HRS pump isolation valves, the 2 heat recovery heat exchanger isolation valves and the boiler bypass valve. See Shawn for more info. scheduled to: Redmond, Shawn	Redmond, Shawn	6/4/2014	2337

To delete a work order from an employee's schedule, simply click on the work order's **record selector** and click on the DELETE key on your keyboard.



To print an employee's schedule, double-click on the employee on the left hand side of the screen.



This will launch the print preview screen from which you may print the employee's schedule.

Friday, March 07, 2014 2:44:03 PM

Walters, Mark A.

Employee Work Schedule

Work Order	Asset Number	Pri	Org Date	W.A.	Status	PM Freq	Originator	Schedule Date	Hours
C147373	RP657	5	5/27/2008	01	IWM		Miedema, Dustin	7/16/2008	0
Brake System Needs brakes 1st axle right side. Wheel seal and hubcap leaking 3rd axle left side									
C149022	DT126	5	8/14/2008	01	IWM		MARK WALTERS	8/14/2008	0
AttachmentsREPAIR TARP SYSTEM									
C150698	JD663	5	10/31/2008	01	IWM		MARK WALTERS	10/31/2008	0
Brake System REPLACE BAD SLACK ADJUSTER									
C150874	RP679	5	11/10/2008	01	IWM		MARK WALTERS	11/10/2008	0
Body/Exterior REPAIR BODY AS NEEDED									
C151502	GH709	5	12/16/2008	01	IWM		MARK WALTERS	12/16/2008	0
Axles SERVICE CALL TO REPLACE HUB									
C149899	GL715	5	9/25/2008	01	IWM		antonio a soto	12/19/2008	0
Air System CK AIR LEAK ON SELNOID									
C151564	DT7803	5	12/22/2008	01	IWM		MARK WALTERS	12/22/2008	0
Body/Exterior REPAIR BODY AS NEEDED									
C152408	VT9939	5	2/10/2009	01	IWM		MARK WALTERS	2/10/2009	0
Body/Exterior REPLACE DOOR LATCH									
C152893	DT0526	5	3/4/2009	16	IWM		MARK WALTERS	3/4/2009	0
Hydraulics BOX JERKS WHILE LOWERING									
C150663	LP633	5	10/30/2008	01	IWM		Capel, Sarah K.	3/10/2009	0
Axles Wheel seals are leaking									
C153256	RP667	5	3/24/2009	01	IWM		MARK WALTERS	3/24/2009	0
Brake System ABS LIGHT STAYS ON									
C153497	VT464	5	4/6/2009	01	IWM		MARK WALTERS	4/6/2009	0
Electrical Components for Vehicles and Trailers Other than H.E. REPAIR LIGHTS AND WIRING AS NEEDED									
P117532	DT0525	4	3/31/2009	01	IWM	6 Week Service		4/7/2009	0
Preventative Maintenance System/ serviced trailer									
C153516	DT0526	5	4/7/2009	16	IWM		MARK WALTERS	4/7/2009	0
Attachments TARP SYSTEM NOT WORKING PROPERLY									
C153539	VE0809	5	4/8/2009	01	IWM		MARK WALTERS	4/8/2009	0
Body/Exterior FREE UP HITCH AFTER PAINT AND CHECK LIGHTS ON PUP									
C153566	DT0526	5	4/9/2009	16	IWM		MARK WALTERS	4/9/2009	0
Air System REPLACE SOL. VALVE FOR AIR AXLE									
C153612	RP674	5	4/13/2009	01	IWM		MARK WALTERS	4/13/2009	0
Electrical Components for Vehicles and Trailers Other than H.E. RIGHT TURN SIGNAL WORKS INTERMITTENTLY									

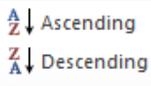
Page 1 of 2

THE FULL SCHEDULER

The Full Scheduler will allow you to do everything that you can do with the Rescheduling Tool with the added capabilities of seeing every OPEN work order in your Mainsaver© system.

[LAUNCH FULL SCHEDULER](#)

The default view of the Full Scheduler will show all open work orders sorted first by Name (scheduled to) descending (so that scheduled work orders are all at the top of the screen) and then by the work order number ascending. The sort can be easily overridden by clicking into any field and then clicking on the sorting function at the top of the screen.



Along with some added features, the Full Scheduler has the identical functionality as the Rescheduling tool:

- By changing (editing) any of the following:
 - o Employee
 - o Schedule Date
 - o Schedule Time
 - o Hours
- Copying the work order to another employee's schedule
- Deleting a work order from an employee's schedule

The Full Scheduler also allows you to:

- Add ANY open work order to an employee's schedule
- Perform searches and add filters (similar to querying in Mainsaver©) to the work order list.

If you right click into any field, you will be presented with a search tool.

If you choose the text filter you can search for a value on a work order in any of the fields on the screen.

The example below shows a search by work order number.

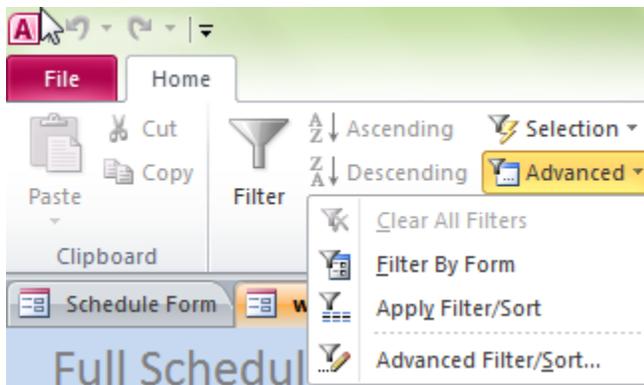
Right click

The screenshot shows a table with columns for work order ID, description, and date. A context menu is open over a row with work order ID C149899. The menu includes options like Cut, Copy, Paste, Sort A to Z, Sort Z to A, Clear filter from wo, Text Filters, Equals..., Does Not Equal..., Begins With..., Does Not Begin With..., Contains..., Does Not Contain..., Ends With..., and Does Not End With... The 'Text Filters' sub-menu is open, and the 'Equals...' option is highlighted.

C149022	DT126	Double Trailer	8/19/2008	AttachmentsREPAIR TARP SYSTEM
IWM				
C149345	DT127	Double Trailer	9/7/2008	Body/Exterior PATCH HOLE IN FLC JUST ENOUGH TO GET BUY FOR NO
IWM				
C149899				Air System CK AIR LEAK ON SELNC
IWM				
C15060		Trailer	4/2008	Axles Wheel seals are leaking
IWM				
C15069		Trailer	5/2008	Brake System REPLACE BAD SLACK ADJUSTER
IWM				
C15087			15/2008	Body/Exterior REPAIR BODY AS NE
IWM				
C15150		Trailer		Axles SERVICE CALL TO REPLACE HU
IWM				
C15150				PAIR BODY AS NE
IWM				
C15240				PLACE DOOR LATC
IWM				
C15289				ERKS WHILE LOW
IWM				
C15329				LIGHT STAYS ON
IWM				
C153497	VT464	Van Trailer	4/1	nents for Vehich
IWM				an H.E. REPAIR LI
C153516	DT0526	Trailer Dump Alum Dbl Pup	4/12/2009	Attachments TARP SYSTEM NOT WORKING PROPRIV
IWM				

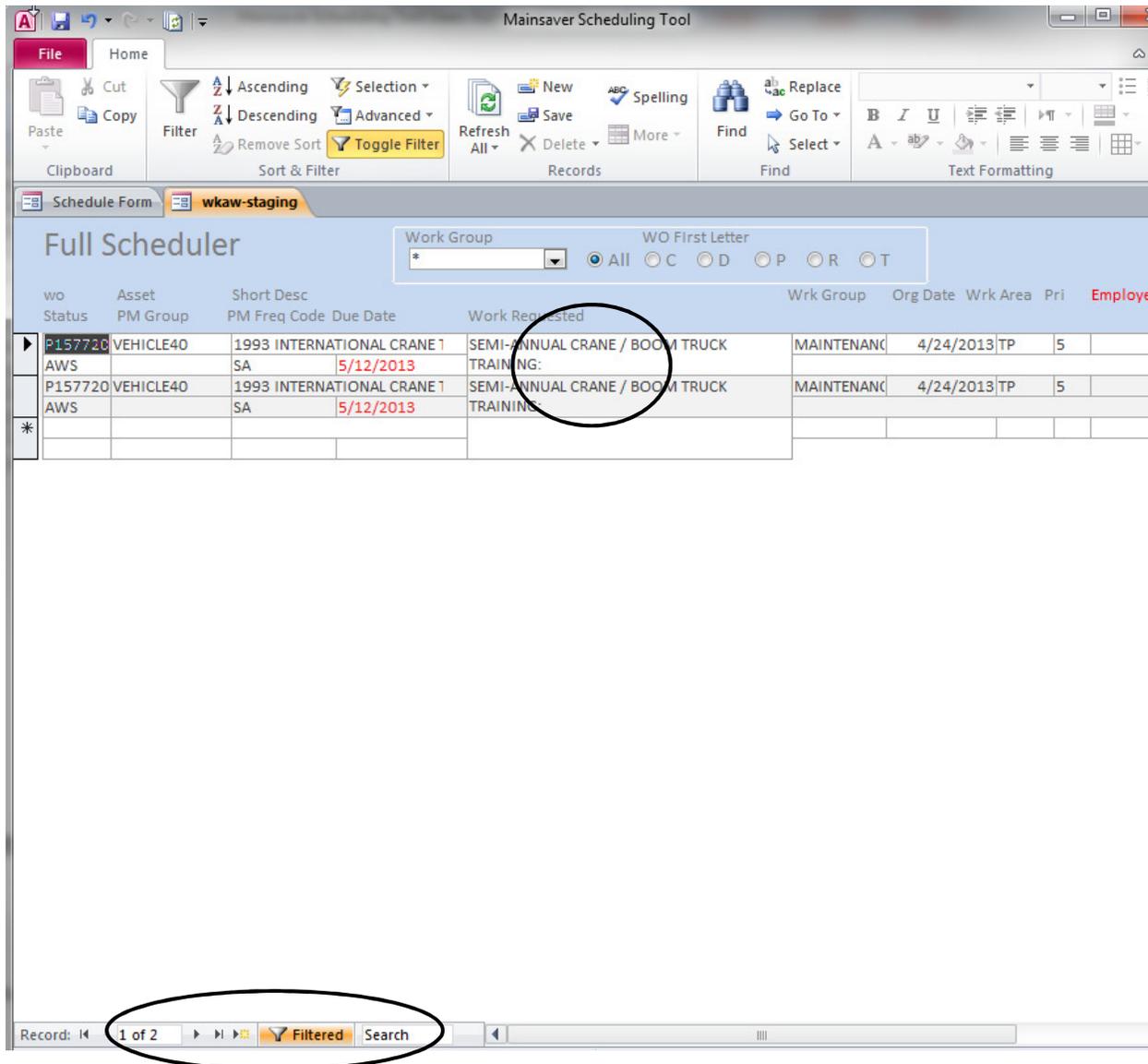
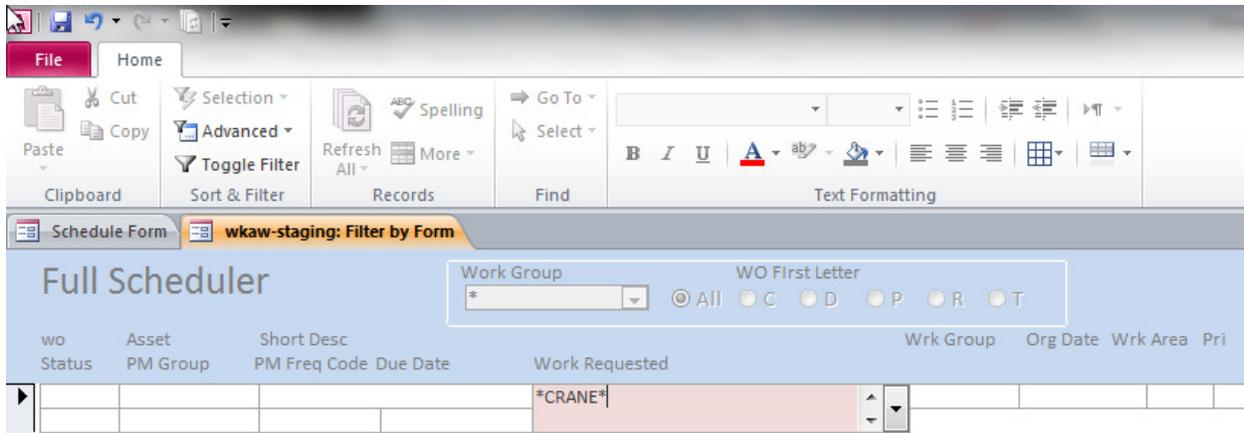
The 'Custom Filter' dialog box has a title bar with a question mark and a close button. The main area contains a text input field with the text 'wo is equal to'. Below the input field are two buttons: 'OK' and 'Cancel'.

There are also a number of advanced filtering features offered at the top of the screen. These are useful for searching on more than one field at the same time.

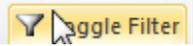


Filter by form will launch a blank record which you can use as a search. Simply fill out any fields you want. Keep in mind that if you wish to do a partial search (**like** as opposed to **equal** in Mainsaver's query builder), surround that value with asterisks. See the example below searching on the word CRANE using like (wildcard) functionality.

wo Status	Asset	Short Desc	Work Requested	Wkrk Group	Org Date	Wkrk Area	Pri	Employee	Date	Hrs Sched	Time
C121806	BLDG8000	BUILDING AND GROUNDS DEV	Please replace all hot water plug valves on the hot water loop. This includes the	MAINTENANC	10/12/2011	TP	8	Redmond, Shawn	6/4/2014	3	2334
C121806	BLDG8000	BUILDING AND GROUNDS DEV	Please replace all hot water plug valves on the hot water loop. This includes the	MAINTENANC	10/12/2011	TP	8	Redmond, Shawn	6/4/2014	3	2335
C121806	BLDG8000	BUILDING AND GROUNDS DEV	Please replace all hot water plug valves on the hot water loop. This includes the	MAINTENANC	10/12/2011	TP	8	Redmond, Shawn	6/4/2014	3	2336
C121806	BLDG8000	BUILDING AND GROUNDS DEV	Please replace all hot water plug valves on the hot water loop. This includes the	MAINTENANC	10/12/2011	TP	8	Redmond, Shawn	6/4/2014	3	2337
C121553	MISCDDSD	MISC ITEMS ON AND OFF SITE	Remove the bollards and old sampling lines between the ERB and chemical	MIS	8/11/2011	TP	4	Palacio, Abel	1/11/2014	3	928
C121806	BLDG8000	BUILDING AND GROUNDS DEV	Please replace all hot water plug valves on the hot water loop. This includes the	MAINTENANC	10/12/2011	TP	8	Gonzalez, Joaquin	6/4/2014	3	2334
C121806	BLDG8000	BUILDING AND GROUNDS DEV	Please replace all hot water plug valves on the hot water loop. This includes the	MAINTENANC	10/12/2011	TP	8	Dembny Andre	6/4/2014	3	2333
C100734	CW05B08-CW05	SANITARY MAIN LINE	Chronic cleaning schedule required due to heavy grease buildup.Can tv lines on	TECH SERVICI	1/11/2000	SA	2	Cain, Leslie	6/27/2014	5	701
C121806	BLDG8000	BUILDING AND GROUNDS DEV	Please replace all hot water plug valves on the hot water loop. This includes the	MAINTENANC	10/12/2011	TP	8	Bielski, Ron	6/4/2014	3	2332
C100734	CW05B08-CW05	SANITARY MAIN LINE	Chronic cleaning schedule required due to heavy grease buildup.Can tv lines on	TECH SERVICI	1/11/2000	SA	2				700
C100734	CW05B08-CW05	SANITARY MAIN LINE	Chronic cleaning schedule required due to heavy grease buildup.Can tv lines on	TECH SERVICI	1/11/2000	SA	2				700
C100734	CW05B08-CW05	SANITARY MAIN LINE	Chronic cleaning schedule required due to heavy grease buildup.Can tv lines on	TECH SERVICI	1/11/2000	SA	2				700
C100734	CW05B08-CW05	SANITARY MAIN LINE	Chronic cleaning schedule required due to heavy grease buildup.Can tv lines on	TECH SERVICI	1/11/2000	SA	2				700
C100734	CW05B08-CW05	SANITARY MAIN LINE	Chronic cleaning schedule required due to heavy grease buildup.Can tv lines on	TECH SERVICI	1/11/2000	SA	2				700



Once you build your “filter by form”, click the Toggle Filter button to run your search.

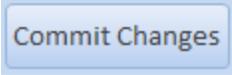


To revert back to an unfiltered list, click on the Toggle Filter button again in either the top of the screen or at the very bottom of the screen.

wo	Status	Asset	PM Group	Short Desc	PM Freq Code	Due Date	Work Requested	Wrk Group
C121806	AWL	BLDG8000		BUILDING AND GROUNDS DEV		4/9/2012	Please replace all hot water plug valves on the hot water loop. This includes the	MAINTENANC
C121806	AWL	BLDG8000		BUILDING AND GROUNDS DEV		4/9/2012	Please replace all hot water plug valves on the hot water loop. This includes the	MAINTENANC
C121806	AWL	BLDG8000		BUILDING AND GROUNDS DEV		4/9/2012	Please replace all hot water plug valves on the hot water loop. This includes the	MAINTENANC
C121806	AWL	BLDG8000		BUILDING AND GROUNDS DEV		4/9/2012	Please replace all hot water plug valves on the hot water loop. This includes the	MAINTENANC
C121553	DO	MISCDSD		MISC ITEMS ON AND OFF SITE		9/8/2011	Remove the bollards and old sampling lines between the ERB and chemical	MIS
C121806	AWL	BLDG8000		BUILDING AND GROUNDS DEV		4/9/2012	Please replace all hot water plug valves on the hot water loop. This includes the	MAINTENANC
C121806	AWL	BLDG8000		BUILDING AND GROUNDS DEV		4/9/2012	Please replace all hot water plug valves on the hot water loop. This includes the	MAINTENANC
C100734	DO	CW05B08-CW05		SANITARY MAIN LINE		1/12/2000	Chronic cleaning schedule required due to heavy grease buildup.Can tv lines on	TECH SERVI
C121806	AWL	BLDG8000		BUILDING AND GROUNDS DEV		4/9/2012	Please replace all hot water plug valves on the hot water loop. This includes the	MAINTENANC
C100734	DO	CW05B08-CW05		SANITARY MAIN LINE		1/12/2000	Chronic cleaning schedule required due to heavy grease buildup.Can tv lines on	TECH SERVI
C100734	DO	CW05B08-CW05		SANITARY MAIN LINE		1/12/2000	Chronic cleaning schedule required due to heavy grease buildup.Can tv lines on	TECH SERVI
C100734	DO	CW05B08-CW05		SANITARY MAIN LINE		1/12/2000	Chronic cleaning schedule required due to heavy grease buildup.Can tv lines on	TECH SERVI
C100734	DO	CW05B08-CW05		SANITARY MAIN LINE		1/12/2000	Chronic cleaning schedule required due to heavy grease buildup.Can tv lines on	TECH SERVI
C100734	DO	CW05B08-CW05		SANITARY MAIN LINE		1/12/2000	Chronic cleaning schedule required due to heavy grease buildup.Can tv lines on	TECH SERVI
C100734	DO	CW05B08-CW05		SANITARY MAIN LINE		1/12/2000	Chronic cleaning schedule required due to heavy grease buildup.Can tv lines on	TECH SERVI
C100734	DO	CW05B08-CW05		SANITARY MAIN LINE		1/12/2000	Chronic cleaning schedule required due to heavy grease buildup.Can tv lines on	TECH SERVI
C100734	DO	CW05B08-CW05		SANITARY MAIN LINE		1/12/2000	Chronic cleaning schedule required due to heavy grease buildup.Can tv lines on	TECH SERVI
C100734	DO	CW05B08-CW05		SANITARY MAIN LINE		1/12/2000	Chronic cleaning schedule required due to heavy grease buildup.Can tv lines on	TECH SERVI
C100734	DO	CW05B08-CW05		SANITARY MAIN LINE		1/12/2000	Chronic cleaning schedule required due to heavy grease buildup.Can tv lines on	TECH SERVI

There are many more advanced search tools available in the application however the most common ones have been covered.

To save your changes, click on the COMMIT CHANGES button. This will return you to the Rescheduling Tool where you can see your changes on the individual employees.



To exit the application, click on the EXIT button.

Exit

