



# InnWinWin User's Manual

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# InnWinWin - User’s Manual

This Manual guides the User to organize the maintenance of one or more facilities in accordance with the good practices, using the software applications of *ManWinWin Software*.

***ManWinWin Software*** includes three reference CMMS applications:

- *InnWinWin* – specifically directed to the technical management of facilities, covering maintenance, energy and internal air quality.
- *AutoWinWin* – for the technical management of fleets of vehicles
- *ManWinWin 5G* – for the management of industrial maintenance in general

All the applications share the same database structure so they can co-exist in a single application in any organization and you can easily migrate from one application to another.

This Manual concentrates on InnWinWin for building facilities, and is illustrated with examples of a model database of a hotel. Methodologies are easily transposed to any other facility, be it an office building, a sports hall, a golf pitch a swimming pool or a similar infrastructure.

Conceptual framework is covered in the paper by José Paulo Cabral, *Practical Guide to Facilities Maintenance Management – Maintenance of Buildings* (about 54 pages) that is supplied along with the *InnWinWin software* license. Reference to this paper is shortly abbreviated as *PGuide* followed by the paragraph number.

**[Please send your comments to scabral@navaltik.com](mailto:scabral@navaltik.com) as to the overall quality and usefulness of this Manual to help us in improving it.**

## 1. ManWinWin Software solutions for buildings

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*ManWinWin Software applications:*

- Transform maintenance *problems* into management *solutions*.
- Conciliate the *virtues of software* with the *hard facts of engineering*
- Recognize that there can be no *technical management* without *technical know how*
- Observe maintenance management good practices and *proposes* solutions that *work*
- The User can adjust to his particular case but should not ignore the hard rules of maintenance management.

A quick way to set up InnWinWin can be shortly described as:

### *Implement the minimum now, improve it later*

The User basically implements the resources accomplishing the minimum requirements of the facility maintenance management, based on standard model information, and once this minimum system is set a self improving process transforms it progressively in a long term, sound and fully adapted solution.

The model database included in the license refers to a *Hotel Model* containing a number of typical equipments that can be used as a basis to build up your case.

Basically, the methodology is as follows:

1. Accept the proposed *Functional Systematization* philosophy of the *Hotel Model*.
2. Read the document *Functional Systematization for Facilities Management*, annex to the PGuide and apprehend concepts.
3. Step by step, copy each relevant branch of the Functional Systematization of the *Hotel Model* to the *My Hotel*, which is YOUR FACILITY; change just the descriptions to fit to your case but not the conceptual organization; discard the systems that you shall not be needing;
4. Identify in the *Hotel Model*, an equipment of the same type as the one you want to register, if there is one.
5. Copy it with the InnWinWin *Repeat* resource, including the maintenance plans and eventual relevant information, and re-coordinate it in the appropriate structure of the *My Hotel*.
6. Edit the record specifying actual: Makers; Model; Serial No. and other particulars.
7. Set the Required Time (TRQ) and the Running Time (TF) scenarios.
8. One by one, edit each maintenance Schedule in the maintenance plan. Incorporate your ideas in what concerns periodicities, tasks, durations, MH requirements, materials, etc, remembering that: a) the contents in the model are just guidelines; b) you can use your new record as a model for your future work.
9. (Take due note of the fact that the record that you have just made can be used in future work).
10. Prepare the full set of scheduled WOs to your record.

## 2. InnWinWin interface

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### 2.1. Installation and Start up

Installation with *MS Access* database is made by download from [www.manwinwin.com](http://www.manwinwin.com). No *MS Access* license is required. Just follow the instructions. For *SQL Server* version you require Navaltik Management assistance or IT expertise.

If you start *InnWinWin* with *Access* database it is easy to convert it later for *SQL Server* should you prefer to operate in this platform. Starting with *Access* is, in fact, a good methodology to start up.

On installation some folders are automatically created in order to facilitate your day-to-day work, technical assistance by Navaltik and data safety procedures. We recommend that you do not change these locations: In the *<My Documents>* folder a *<ManWinWin Software>* folder is created and, inside it, the *<InnWinWin>* folder with the sub-folders:

- *<Database>* - to contain your database (one or more *.mdb*)
- *<Reports>* - contains all the software printing reports. It take 3 to 4 Mb of disk space. (Remember that it may contain also your tailor made reports)
- *<Images>* - for the User to place pictures associated to equipments, WOs, etc.
- *<Documents>* - for the User to place documents associated to equipments, WOs, etc. such as manuals, drawings, certificates, etc.)

Start up the application in the Icon created at installation in your Desktop or in the folder *ManWinWin Software* of the *Start* menu. Introduce User: **DEMO** and Password: **demo**

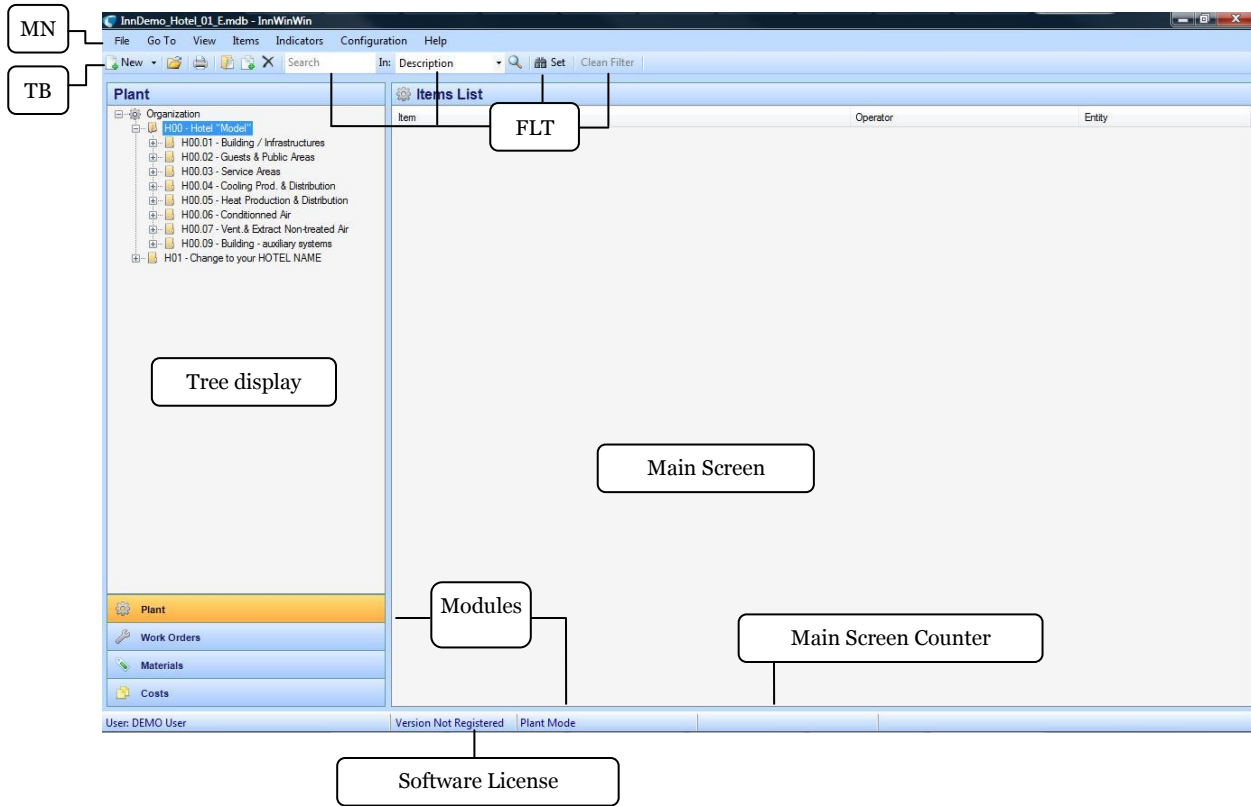


For the safety of the information you should regularly copy all the contents of the *<ManWinWin Software>* folder to another PC or data storage device in another location.

To operate in multi-user environment you should copy the folder *<ManWinWin Software>* to the Server PC and redirect the path to the database in each PC accessing the database in the option **File / Database**.

The application runs in different languages. Select preferred language in **File / Preferences**.

## 2.2. User’s interface



### Abbreviations

**MN** – Menu Line



**TB** – Tool Bar

**FLT** – Filter = establishes a set of items satisfying a given criteria.

## 2.3. Symbols and Icons

Along the application you will find the following symbols and icons in tool bars and menus.

Icon	Function	Description
	New	To add a new record to the database
	Maintenance Item	Maintenance object individually considered for maintenance.
	WO	Work Order: Document specifying the planned or performed maintenance work
	Stock Item	Item in the <i>Materials Master File</i> that can be used in WOs and related to maintenance items.
	Cost Document	Document containing cost information, either an official accounting document or an internal one. Each line is a <i>cost item</i> .
	Cost Item	A line in a Cost Document allocated to a Maintenance Item, WO, Cost Centre or Client.
	Fuel Supply	Fuel Supply Record to a maintenance item (Vehicle)
	Man Hours	MH Record in a WO; Item; Cost Centre or Client
	Stock Item Record	Stock Item Record in a WO; Item; Cost Centre or Client
	Other	Other Costs in a WO; Item; Cost Centre or Client
	Database	Change the database in use.
	Print	Print Records exhibited in the Main Screen
	Open	Open a Record in the Main Screen and Edit, if necessary
	Repeat	Copy a complete Record in the Main Screen, if necessary Edit, to generate a New identical Record
	Delete	Delete a Record in the Main Screen
	Go To	After selecting a given Record transfers the Record to the working area
	Close	Closes a form a returns to the previous form

Icon	Function	Description
	Search	User defines what he is looking for. May use strings and wild cards * or %.
	In	User specifies where the above search should be made
	Execute	Executes the search in accordance with the above specified criteria.
	Set	Prepares a set of items satisfying a given criteria specified in a form
	Clean Filter	Cleans all filtering and searching criteria specified above



## 2.4. Interface Features and Resources

Get acquainted with the resources described along next paragraphs using the information included in the model database. Test all the operations.

### 2.4.1. Visit and Choose

Any field requiring the selection of given record or configuration feature can be reached in one, or more, of the following ways:

- Pressing the Title Button of the Field
- Pressing the adjacent [...]
- Using **F4** Key
- Actual selection with command **Go To**.

### 2.4.2. Context Menus

Selecting any record – Maintenance Item, WO, Stock Item, etc. – press the *Mouse Right Button* to get the available options and choose with the *Mouse Left Button*.

Alternatively, the same resources can be reached through:

- Menu at MN line
- Tool Bar at TB line

### 2.4.3. Load Data in the Main Screen

You use it to load a set of information satisfying a given criteria into the *Main Screen*.

#### **Typical Procedure (example):**

1. Module: Plant
2. *Tree* on the left side of the screen: open successively: Hotel Model / H00.06 Air Conditioning / Air Handling System 1.
3. *Load Data*
4. See the result. You get all maintenance items recorded in that system.
5. You can superimpose another *Set Filter* (see #2.4.4.) to get only one Item Type, for example, UT = Air Handling Units. Try.

NB: *Load Data* operation cleans all previous filters.

### 2.4.4. Set

You use it to prepare a set of records – Maintenance Items, WOs, Stock Items; Costs; etc. – satisfying a given criteria composed in a specific form. It is a very useful resource in many situations, namely when you want to isolate a set of items satisfying complex criteria.

#### Typical Procedure (in the Plant Module):

1. Plant Module
2. Set
3. (Suggestion: as a rule, before composing a Filter, *Clean Filter* to ensure that there is no field unduly filled with unwanted information.)
4. Fill up the form, pressing the field title buttons or visiting with F4, whenever necessary
5. NB: You can use a combined criterion.

Try the following exercises among many possible ones:

- All items of H. Model: Select *Cost Centre* / F4 / 9999 - Hotel Model / Go To / Execute: Returns all maintenance items in the Hotel Model (those that you may *Repeat* and use in your work).
- All Air Handling Units: Select *Item Type* / UT- Air Handling Unit / Go To / Execute: Returns all AHU in your database.
- All fan coils CARRIER: Select *Item Type* / FC – Fan Coil / In adjacent separator Particulars 01-20 / MAKERS: write CARRIER (or simply CAR\*) / Execute: Returns all fan coils recorded in the database whose Makers is Carrier.
- All ducting in the facility: Select *Family* / 19 – Ducting & accessories / Go To / Execute: Returns all items in this family (UNE 100006).
- Equipments under Maintenance Contract; Guarantee; Inactive, etc. can be isolated in the same way, just marking the appropriate box in the filtering form.

### 2.4.5. Search ... In...

Builds up a set of items answering to a given criterion specified thus:

*Search:* What? You specify for example: “Pump”; “Air Handling\*”; “CH”, etc..

*In:* Where? You specify for example: In the field *Description*, *Code*?

It is ideal to search *strings* (groupings of characters). To search for Roller Bearings, for example, you could specify just “\*rol\*” to be searched in the *description* (noting that it would also bring items such as Sausage **Roll**, **Roller** Skate, if there were any!) a vehicle ID containing the letters ZB, specify “\*ZB\*”, etc. The filtering rules # 2.4.7. apply.

Note that this resource is a particular case of the operation *Set*: if you visit the *Set* just after you have done a *Search* you will find the filter fields dully filled.

#### Typical Procedure (Plant Module):

1. Module *Plant*
2. In the Tool Bar line: in the *Search* field, specify the string you are looking; *In:* visit and select the available locations for the search; press the *Magnifier* to execute the search.
3. *Clean Filter* removes the contents of the Search field.

### 2.4.6. Clean Filter

In the Tool Bar line: *Clean Filter* removes the contents of the *Search* field

In the *Set* form: *Clean Filter* removes the contents of all the fields in that form.

### 2.4.7. Filtering Rules

In all search operations available in ManWinWin Software applications the following *wildcard* rules apply. The asterisk \* or the percentage % symbols can be indistinctively used. Examples:

**filter** – returns all items beginning with that string: Filter frame, Filter support, Filtering Device

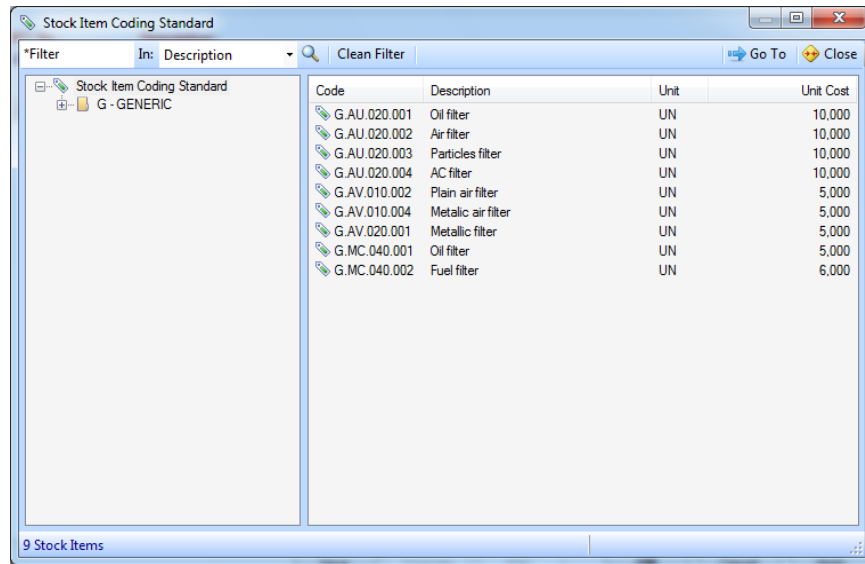
**\*filter** – returns all items whose description terminates with that string: Oil Filter; Fuel Filter; Air Filter.

**\*filter\*** – returns all items whose description contains the word “filter”: Primary Filter Element; plus all the cases above.

### 2.4.8. Selection Form

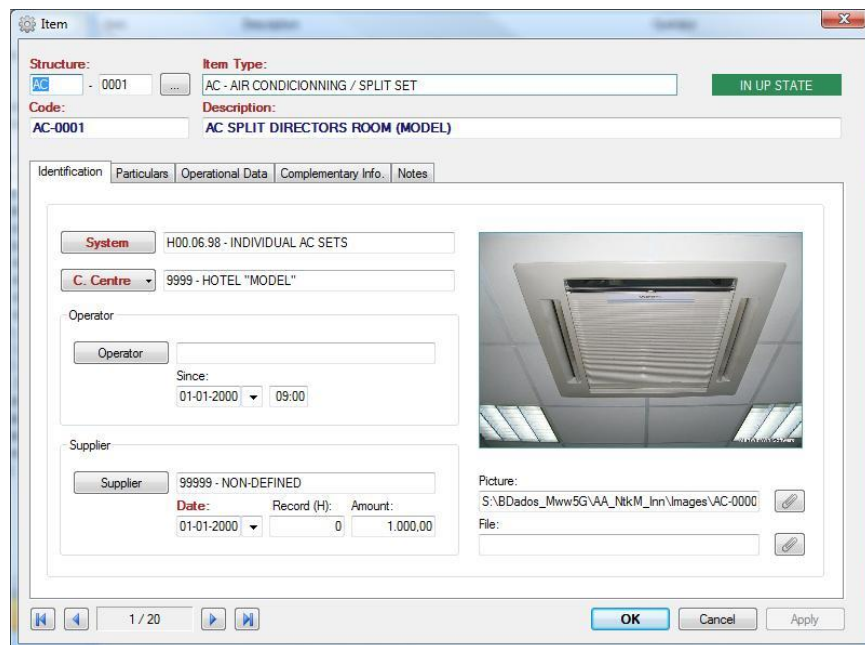
The *Selection Form* shows up when it is necessary to find structured information, such as an Equipment, a Stock Item, a Maintenance Schedule, to bring it to the working area, for example, when you are planning a WO and want to plan the materials.

The search criterion can be established with the aid of the *Structure Tree* at the left hand side: Load Data / Select / Go To, or, alternatively, at top left side of form: **Search \*Filter\* In Description**. *Magnifier Button* to return all items containing the word “Filter”



### 2.4.9. Open, Edit, and See Records One by One

Once you open a record you can edit it and navigate along the full active set using the Navigation Buttons at bottom left of the form.



### 2.4.10. Print

All printings in ManWinWin Software applications have a common pattern:

1. Accessed through the Context Menu / Print, OR through the Printer Icon in the Tool Bar.
2. Printing operation is incident over all the *active* items in the working area
3. By default, the selected item is the one to be printed but the User may change to all the items of the working area (whose quantity is indicated, 20, in the figure)
4. Standard options are: **Datasheet**, to obtain full information of the contents of each item; **Simple**, to obtain the selected set or; **Grouped By**, to obtain the full set organized by some available criterion.
5. All prints can be Previewed with the option **Preview** (default)
6. Reports can be complemented with some description by the User, included in the option **Text**.
7. After previewing a given report it can be exported to “PDF” file or other file formats (Word, Excel, etc.), using the Icon **Export Report**, on upper left corner of the preview form.

