iMaintenance

User Documentation

Contents

Requirements 4

Getting Started 5

Login 6

Navigation 7

Logs 8

- Search
- Sort
- Add
- Edit

Settings 10

- Reset Password
- Change Admin
- New User

Troubleshooting 14

Errors

F.A.Q.

Requirements

Hardware

- Pointing Device
- Keyboard
- Display (800*600) or more

Minimum Requirement

- Windows XP
- 1GB RAM
- 1 GHz Intel Core 2 Duo

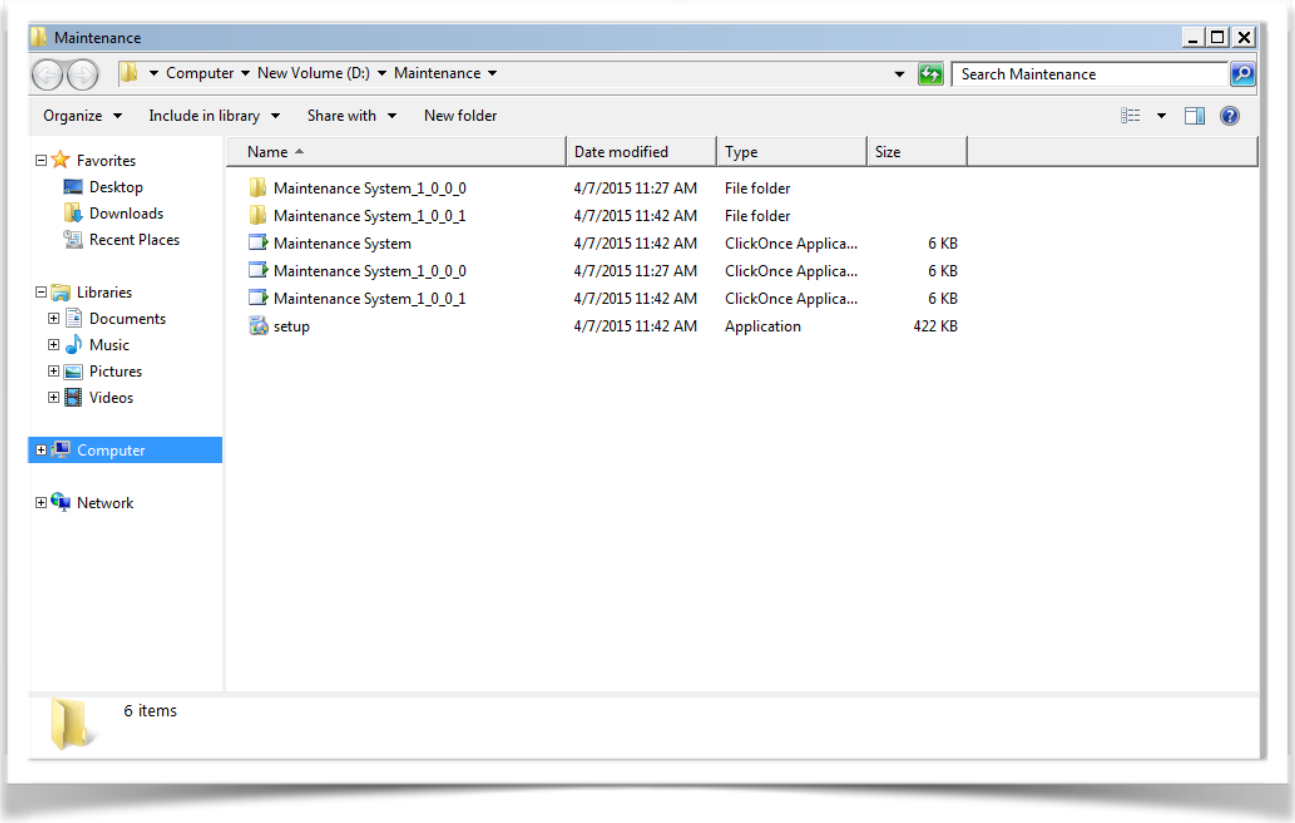
Recommended

- Windows 7 Service Pack 2 or later
- 2 GB RAM
- 1.2 GHz Intel Core 2 Duo

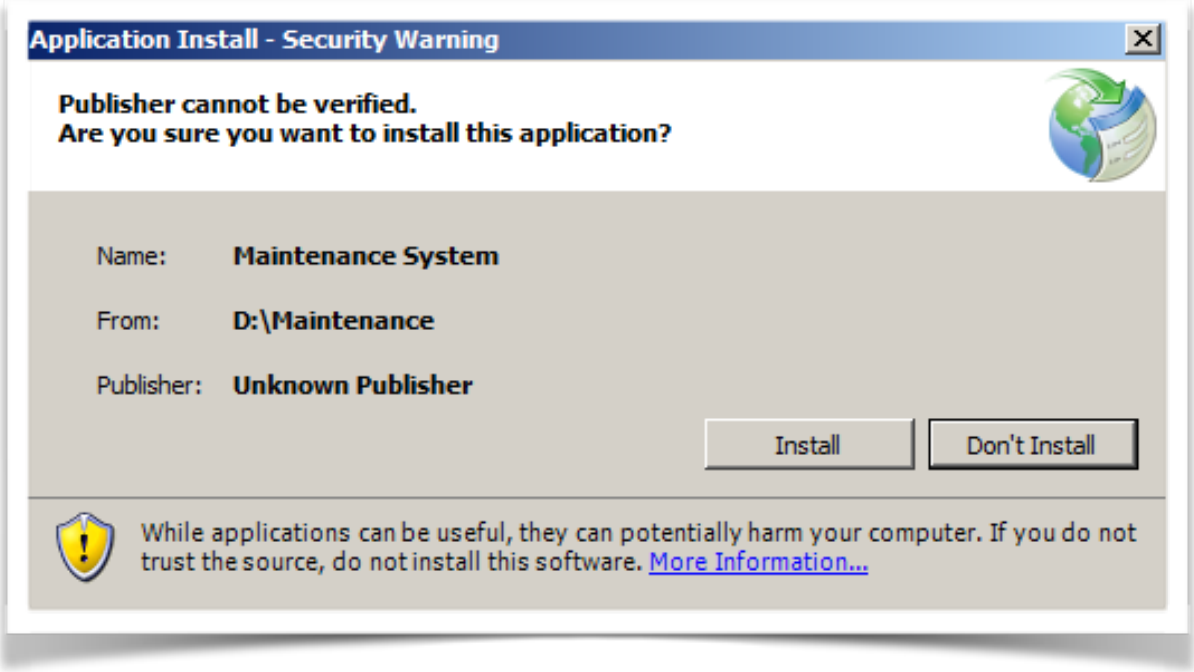
Getting Started

Installation

1. Access the folder in which the setup file is located

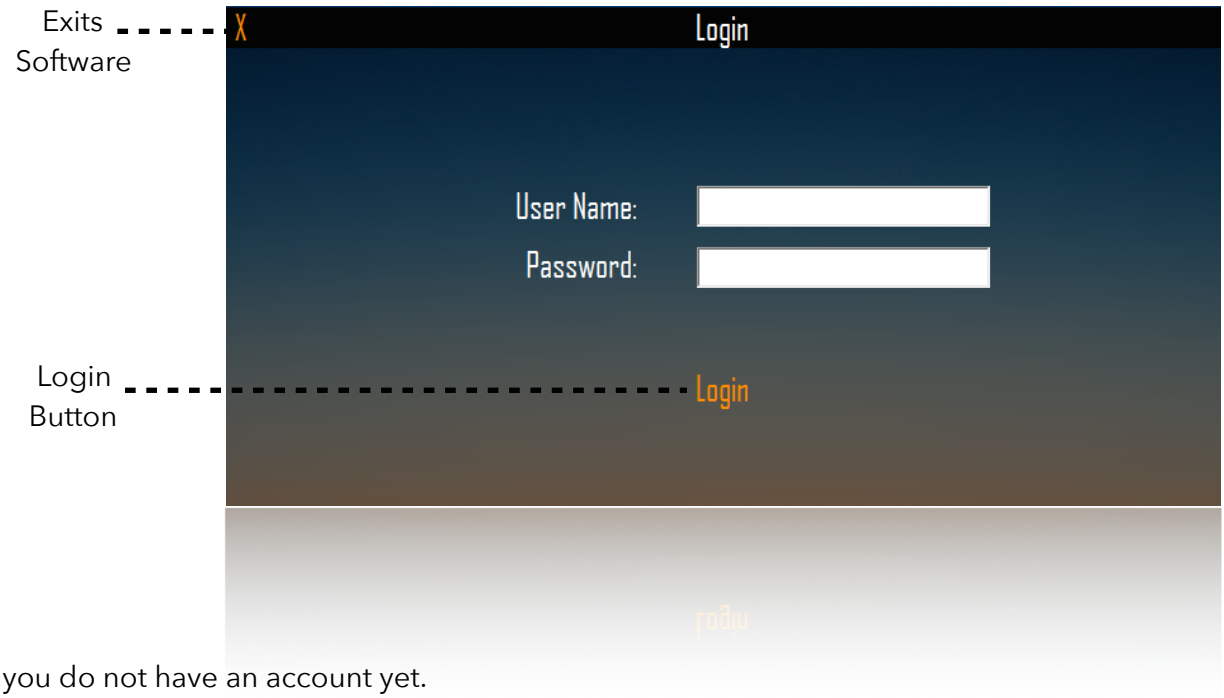


2. Double click on 'setup.exe'
3. Follow the prompts and install the software



Login

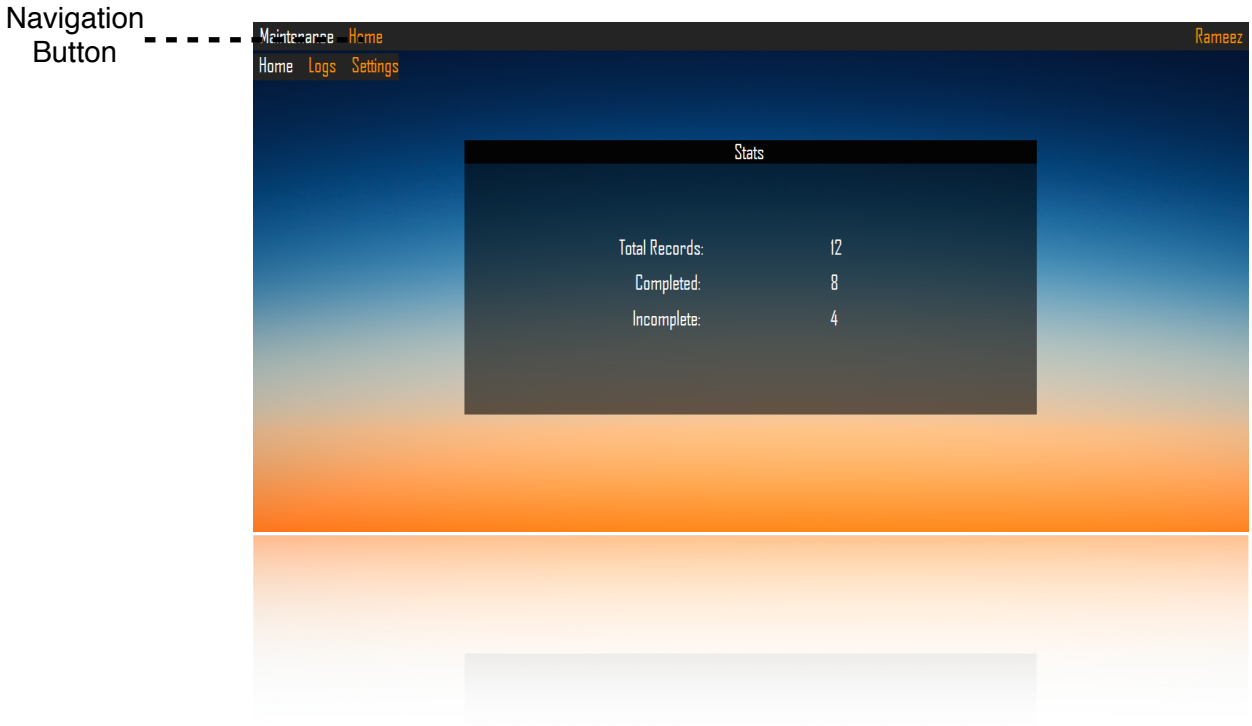
Enter Username and Password
Click on the Login button



If you do not have an account yet.
Contact the administrator.

Navigation

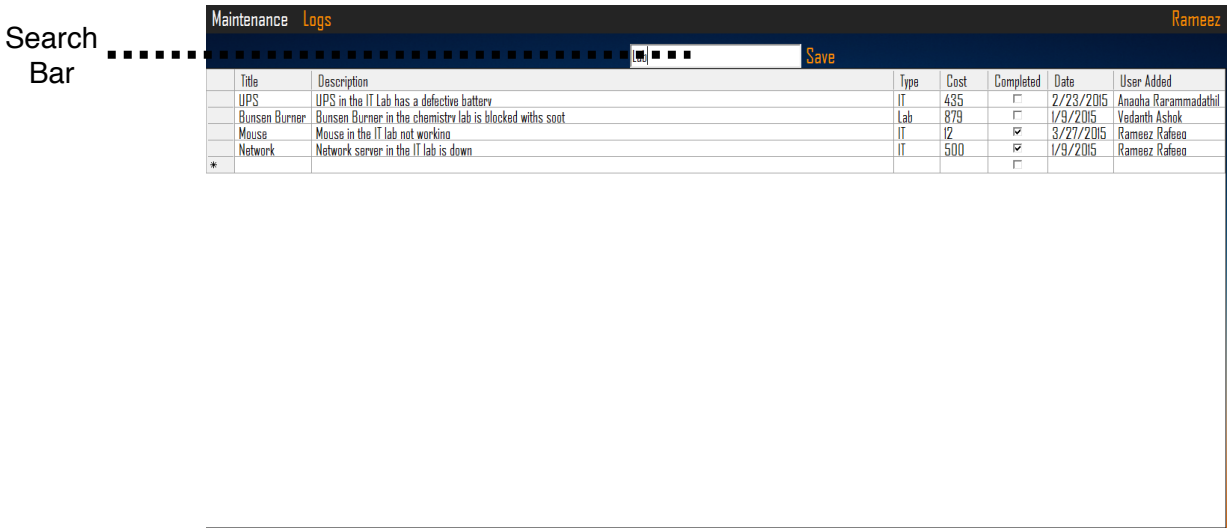
The navigation button shown below can be used to traverse the software



Logs

Search

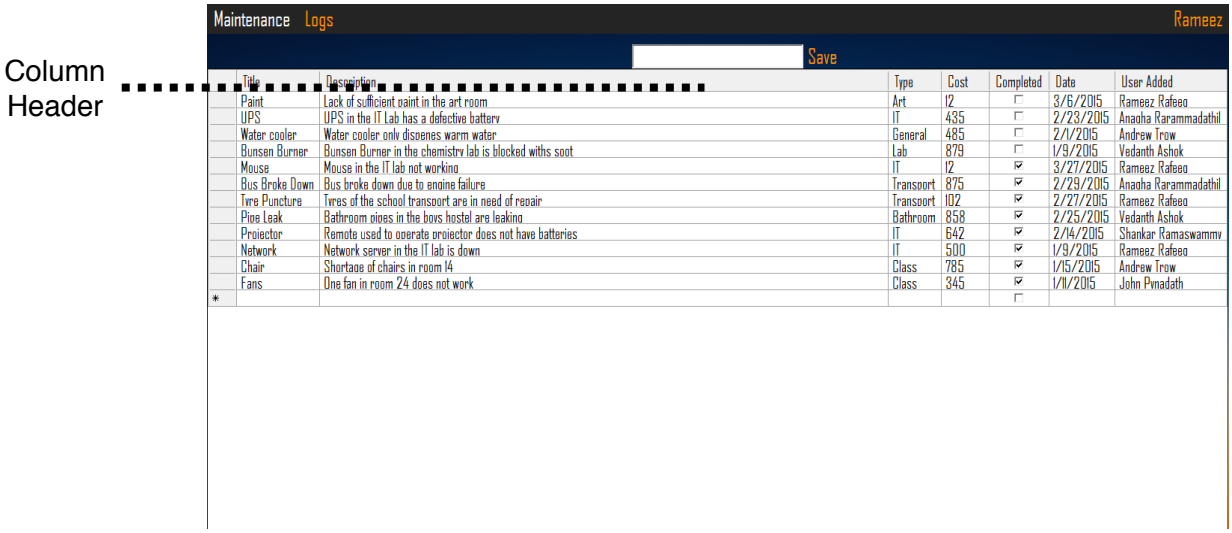
Enter the text you would like to look up in the search bar



Title	Description	Type	Cost	Completed	Date	User Added
UPS	UPS in the IT Lab has a defective battery	IT	435	☐	2/23/2015	Anagha Rarammadathil
Bunsen Burner	Bunsen Burner in the chemistry lab is blocked withs soot	Lab	879	☐	1/9/2015	Vedanth Ashok
Mouse	Mouse in the IT lab not working	IT	12	☑	3/27/2015	Rameez Rafeeq
Network	Network server in the IT lab is down	IT	500	☑	1/9/2015	Rameez Rafeeq
*				☐		

Sort

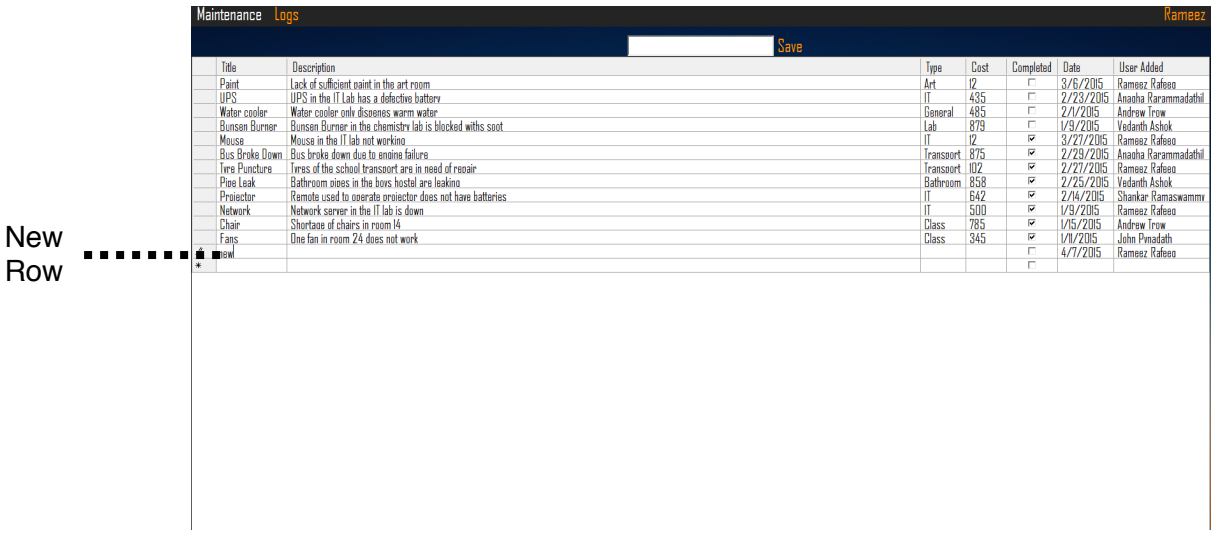
Click on any column header to sort the data by the contents of that column



Title	Description	Type	Cost	Completed	Date	User Added
Paint	Lack of sufficient paint in the art room	Art	12	☐	3/6/2015	Rameez Rafeeq
UPS	UPS in the IT Lab has a defective battery	IT	435	☐	2/23/2015	Anagha Rarammadathil
Water cooler	Water cooler only dispenes warm water	General	485	☐	2/1/2015	Andrew Trow
Bunsen Burner	Bunsen Burner in the chemistry lab is blocked withs soot	Lab	879	☐	1/9/2015	Vedanth Ashok
Mouse	Mouse in the IT lab not working	IT	12	☑	3/27/2015	Rameez Rafeeq
Bus Broke Down	Bus broke down due to engine failure	Transport	875	☑	2/29/2015	Anagha Rarammadathil
Tyre Puncture	Tyres of the school transport are in need of repair	Transport	102	☑	2/27/2015	Rameez Rafeeq
Pipe Leak	Bathroom pipes in the boys hostel are leaking	Bathroom	858	☑	2/25/2015	Vedanth Ashok
Projector	Remote used to operate projector does not have batteries	IT	642	☑	2/14/2015	Shankar Ramaswammy
Network	Network server in the IT lab is down	IT	500	☑	1/9/2015	Rameez Rafeeq
Chair	Shortage of chairs in room 14	Class	785	☑	1/15/2015	Andrew Trow
Fans	One fan in room 24 does not work	Class	345	☑	1/11/2015	John Pynadath
*				☐		

Add

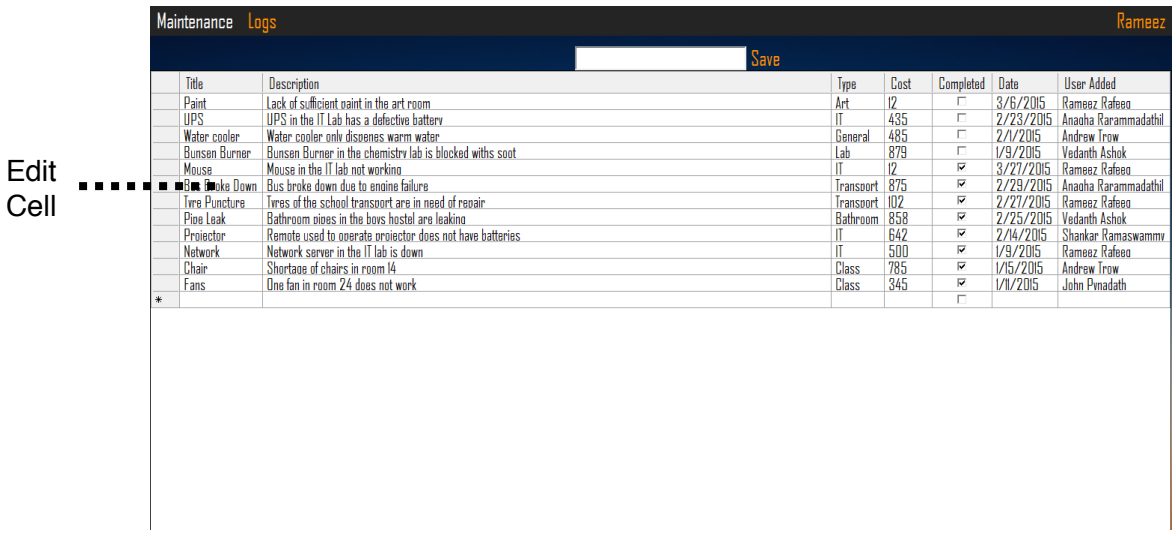
Double click on the empty row to add a new row



Title	Description	Type	Cost	Completed	Date	User Added
Paint	Lack of sufficient paint in the art room	Art	12	☐	3/6/2015	Rameez Rafeeq
UPS	UPS in the IT Lab has a defective battery	IT	435	☐	2/23/2015	Anagha Rarammadathil
Water cooler	Water cooler only dispenes warm water	General	485	☐	2/1/2015	Andrew Trow
Bunsen Burner	Bunsen Burner in the chemistry lab is blocked withs soot	Lab	879	☐	1/9/2015	Vedanth Ashok
Mouse	Mouse in the IT lab not working	IT	12	☑	3/27/2015	Rameez Rafeeq
Bus Broke Down	Bus broke down due to engine failure	Transport	875	☑	2/29/2015	Anagha Rarammadathil
Tyre Puncture	Tyres of the school transport are in need of repair	Transport	102	☑	2/27/2015	Rameez Rafeeq
Pipe Leak	Bathroom pipes in the boys hostel are leaking	Bathroom	858	☑	2/25/2015	Vedanth Ashok
Projector	Remote used to operate projector does not have batteries	IT	642	☑	2/14/2015	Shankar Ramaswammy
Network	Network server in the IT lab is down	IT	500	☑	1/9/2015	Rameez Rafeeq
Chair	Shortage of chairs in room 14	Class	785	☑	1/15/2015	Andrew Trow
Fans	One fan in room 24 does not work	Class	345	☑	1/11/2015	John Pynadath
New				☐	4/7/2015	Rameez Rafeeq
*				☐		

Edit

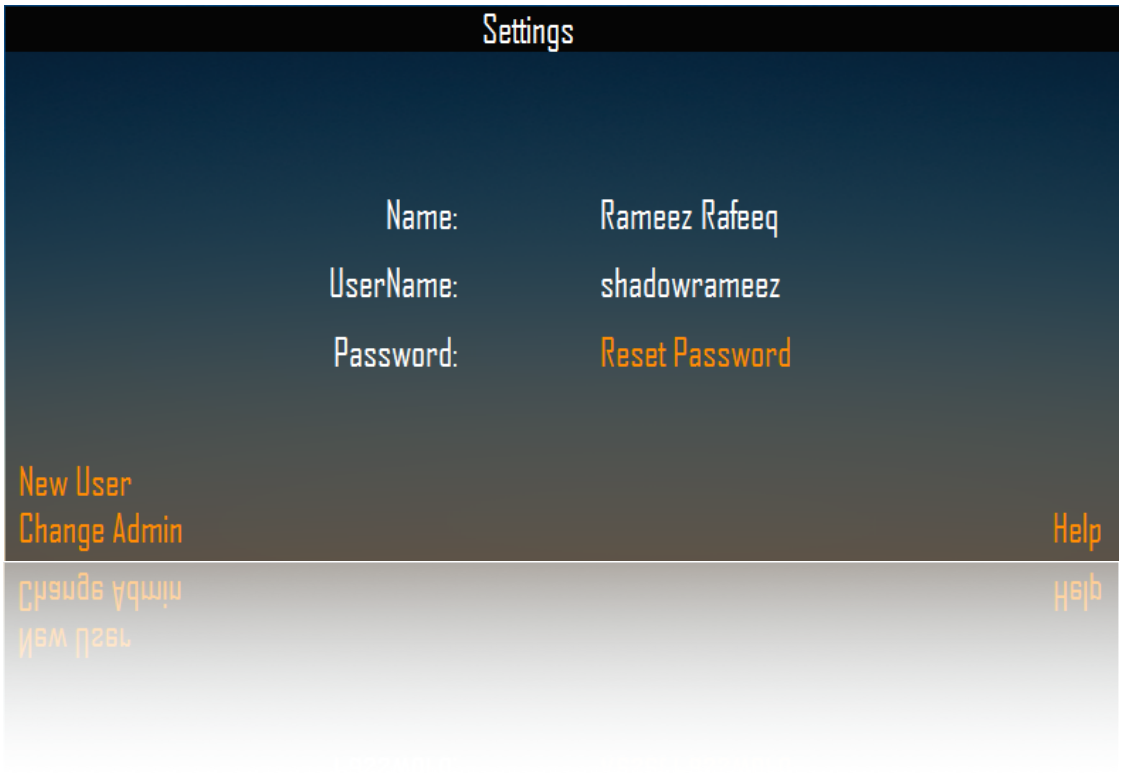
Double click on any cell to edit



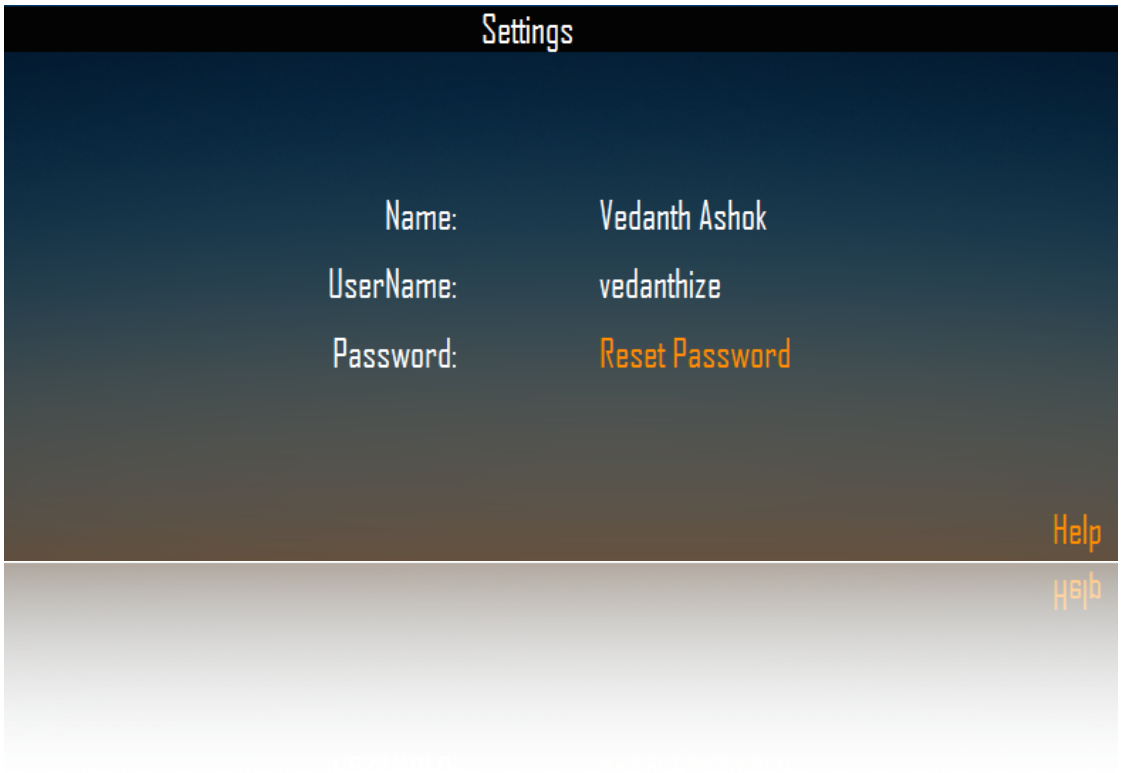
Title	Description	Type	Cost	Completed	Date	User Added
Paint	Lack of sufficient paint in the art room	Art	12	☐	3/6/2015	Rameez Rafeeq
UPS	UPS in the IT Lab has a defective battery	IT	435	☐	2/23/2015	Anagha Rarammadathil
Water cooler	Water cooler only dispenes warm water	General	485	☐	2/1/2015	Andrew Trow
Bunsen Burner	Bunsen Burner in the chemistry lab is blocked withs soot	Lab	879	☐	1/9/2015	Vedanth Ashok
Mouse	Mouse in the IT lab not working	IT	12	☑	3/27/2015	Rameez Rafeeq
Bus Broke Down	Bus broke down due to engine failure	Transport	875	☑	2/29/2015	Anagha Rarammadathil
Tyre Puncture	Tyres of the school transport are in need of repair	Transport	102	☑	2/27/2015	Rameez Rafeeq
Pipe Leak	Bathroom pipes in the boys hostel are leaking	Bathroom	858	☑	2/25/2015	Vedanth Ashok
Projector	Remote used to operate projector does not have batteries	IT	642	☑	2/14/2015	Shankar Ramaswammy
Network	Network server in the IT lab is down	IT	500	☑	1/9/2015	Rameez Rafeeq
Chair	Shortage of chairs in room 14	Class	785	☑	1/15/2015	Andrew Trow
Fans	One fan in room 24 does not work	Class	345	☑	1/11/2015	John Pynadath
*				☐		

Settings

SETTINGS (ADMIN)

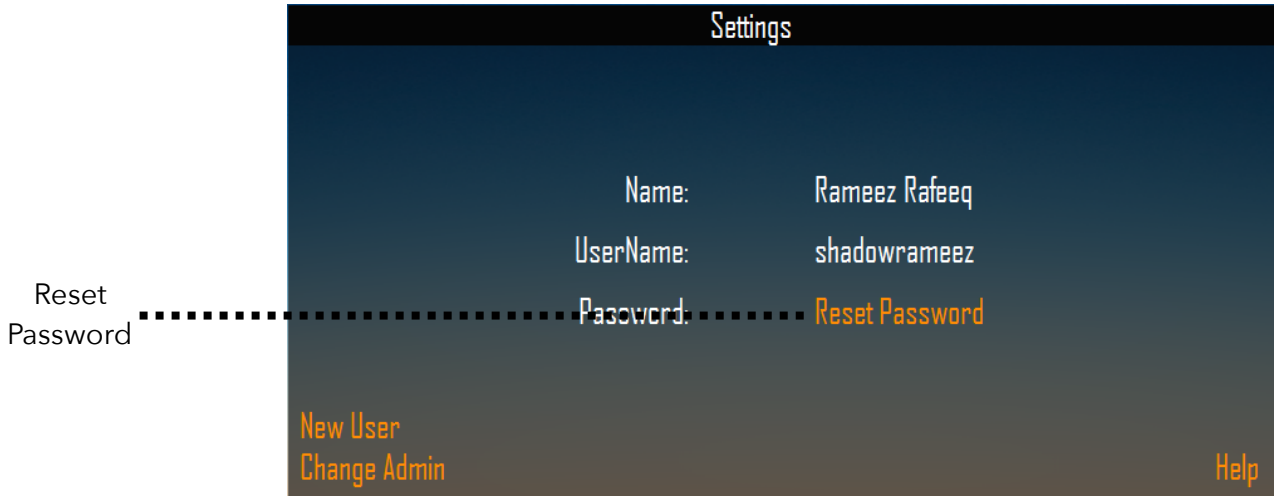


SETTINGS (USER)

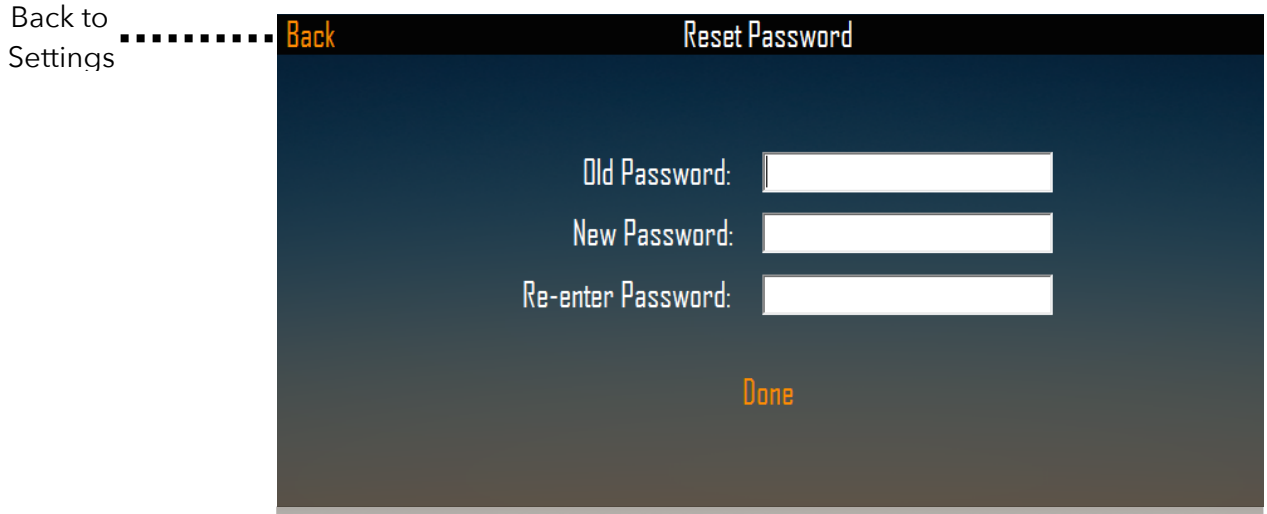


Reset Password

1. Click on the reset password button

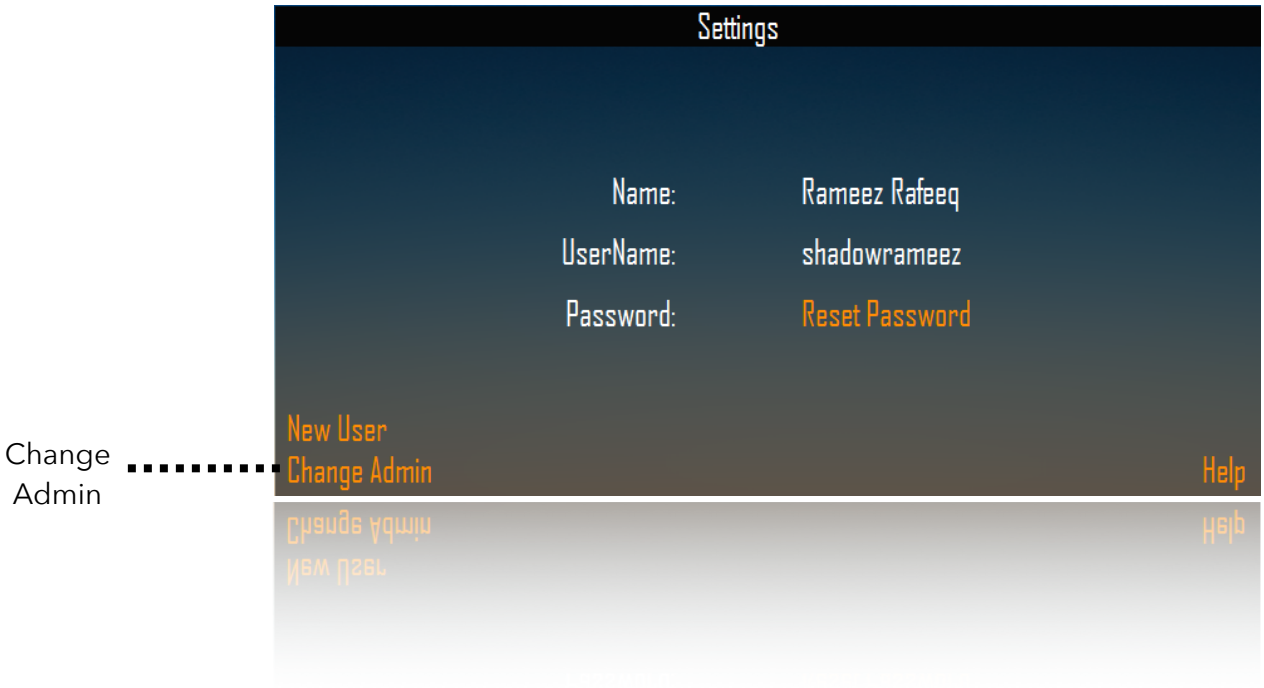


2. Enter current password
3. Enter a new password
4. Reenter the password
5. Click Done

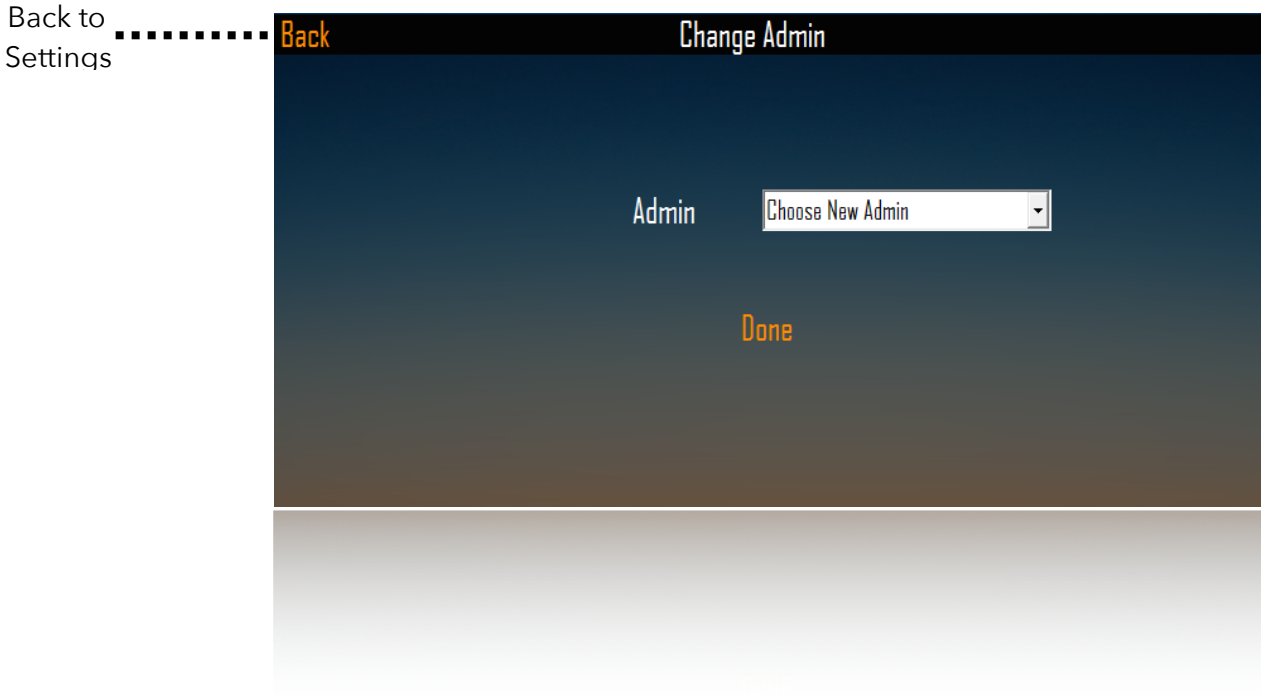


Change Admin

1. Click on the Change Admin button.

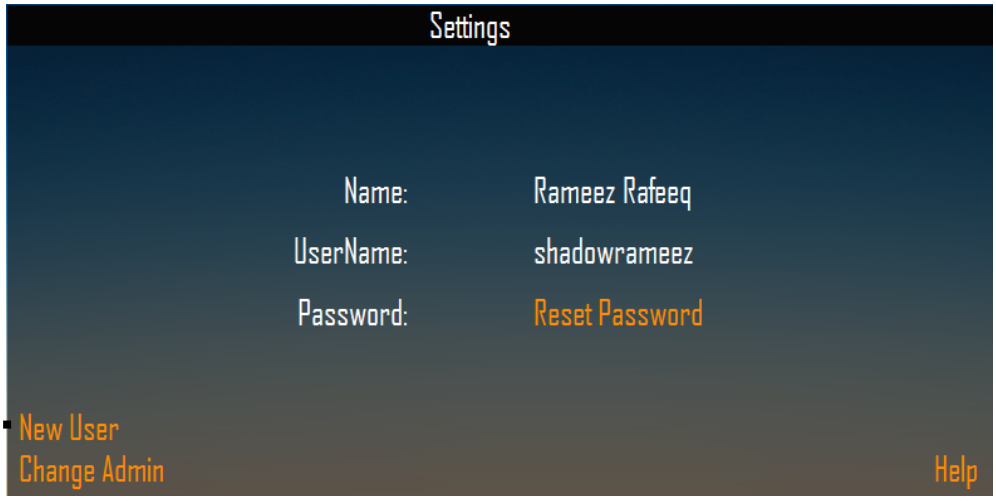


2. Select a new admin from the combo box.
3. Click Done

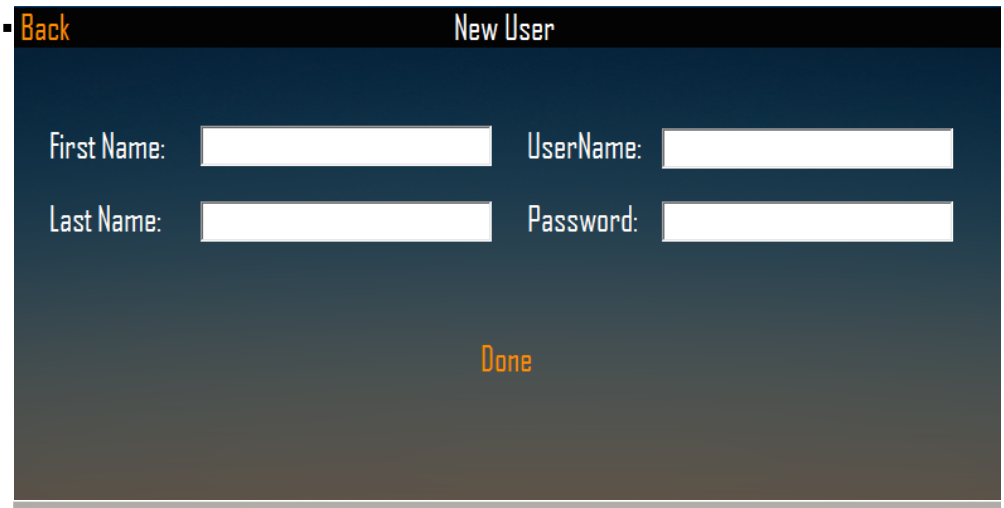


New User

1. Click on the New User button.



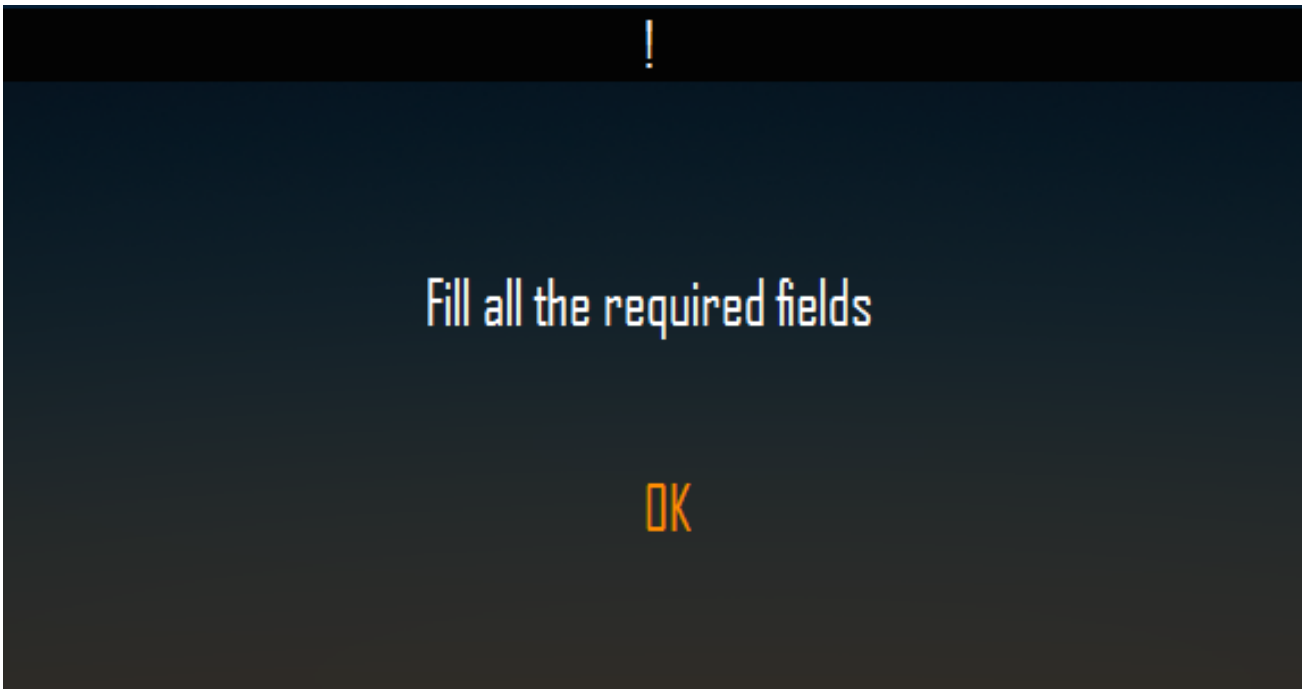
2. Fill in all the fields
3. Click Done



Troubleshooting

Errors

Fill all the required fields

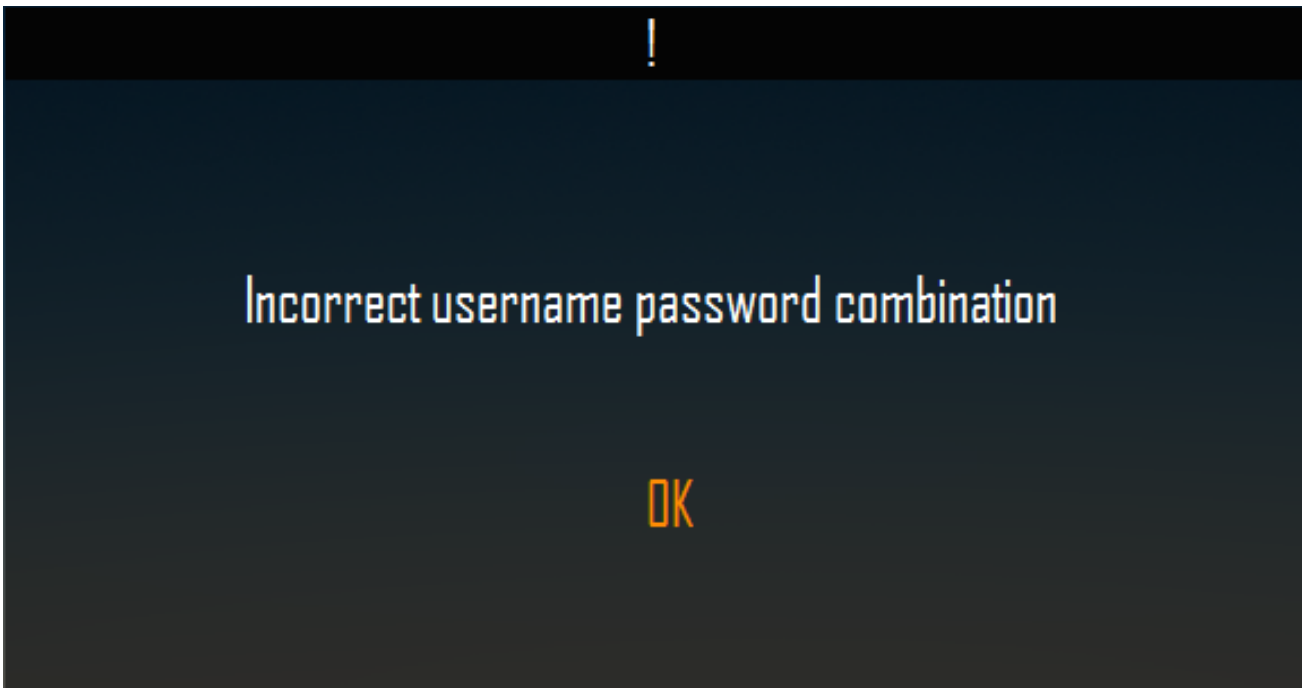


This dialog is shown when instruction to proceed has been given without inputting all the necessary details

1. Click OK to return to the previous screen
2. Check if all details are inputted before proceeding

Incorrect username password combination

This dialog is shown when the entered username does not match with the entered password

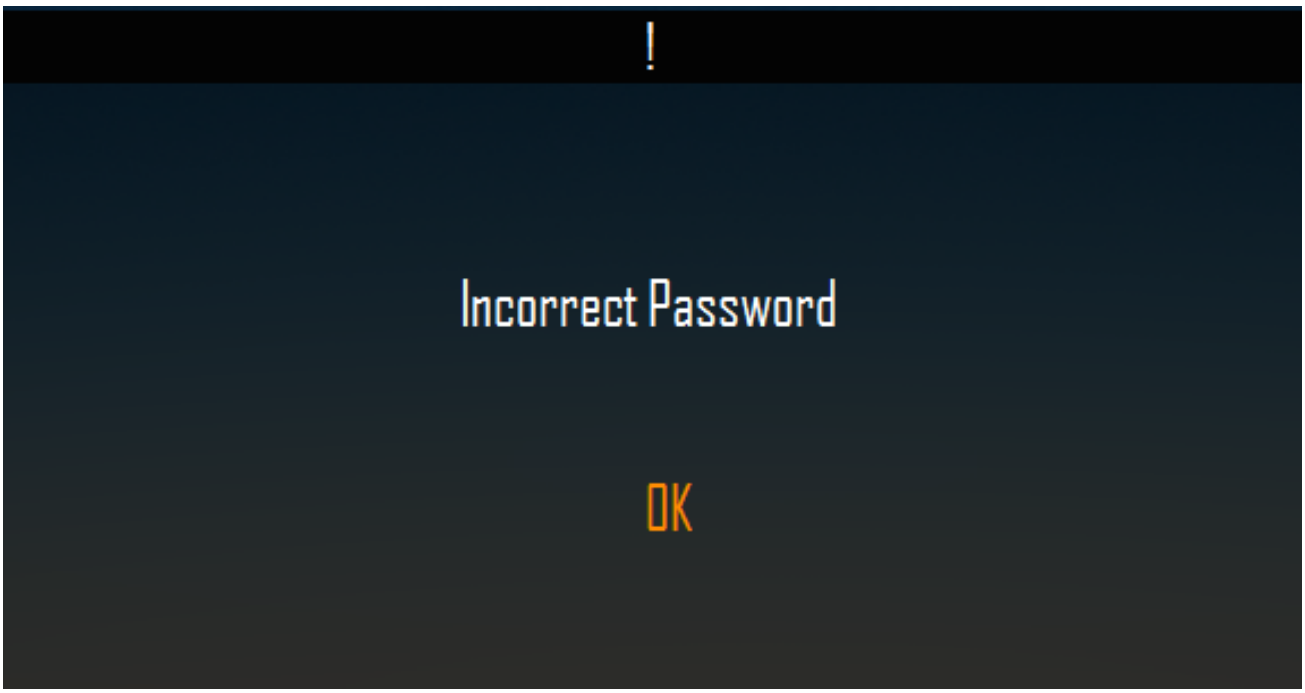


1. Click OK to return to the previous screen
2. Enter the correct username and password combination

Incorrect Password

This dialog is shown when an incorrect password entered while attempting to reset password

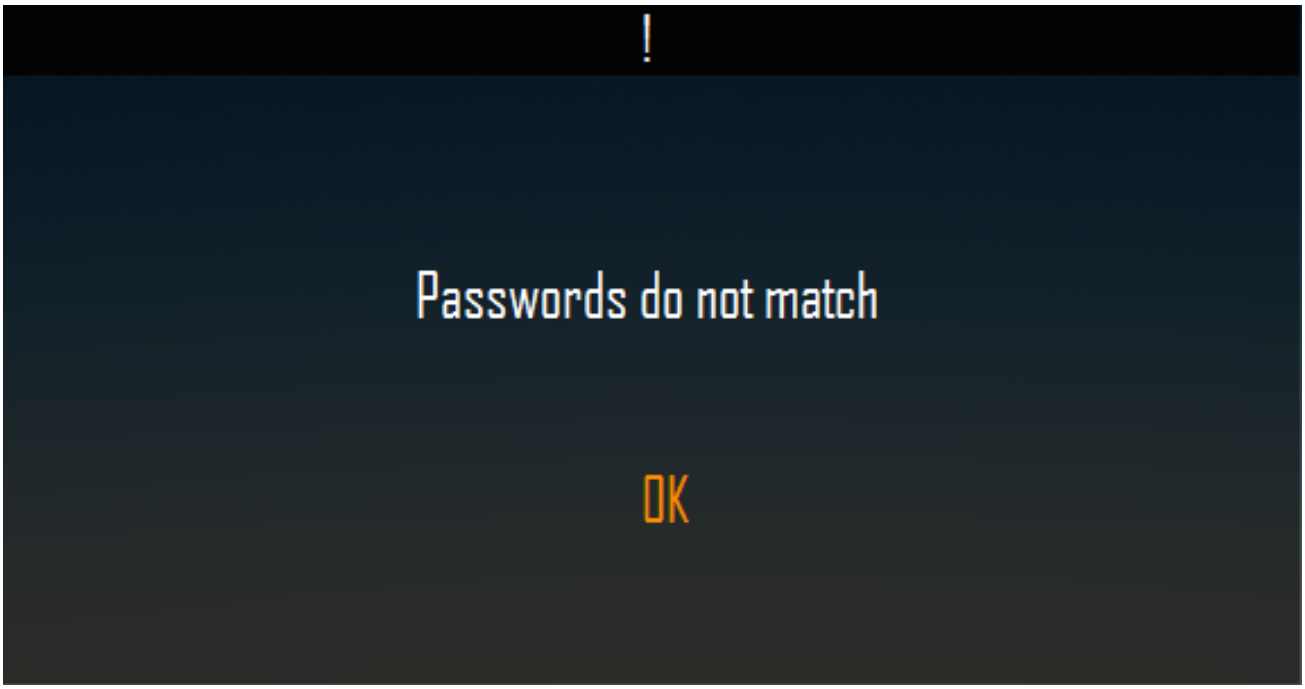
1. Click OK to return to the previous screen



2. Enter the correct password

Passwords do not match

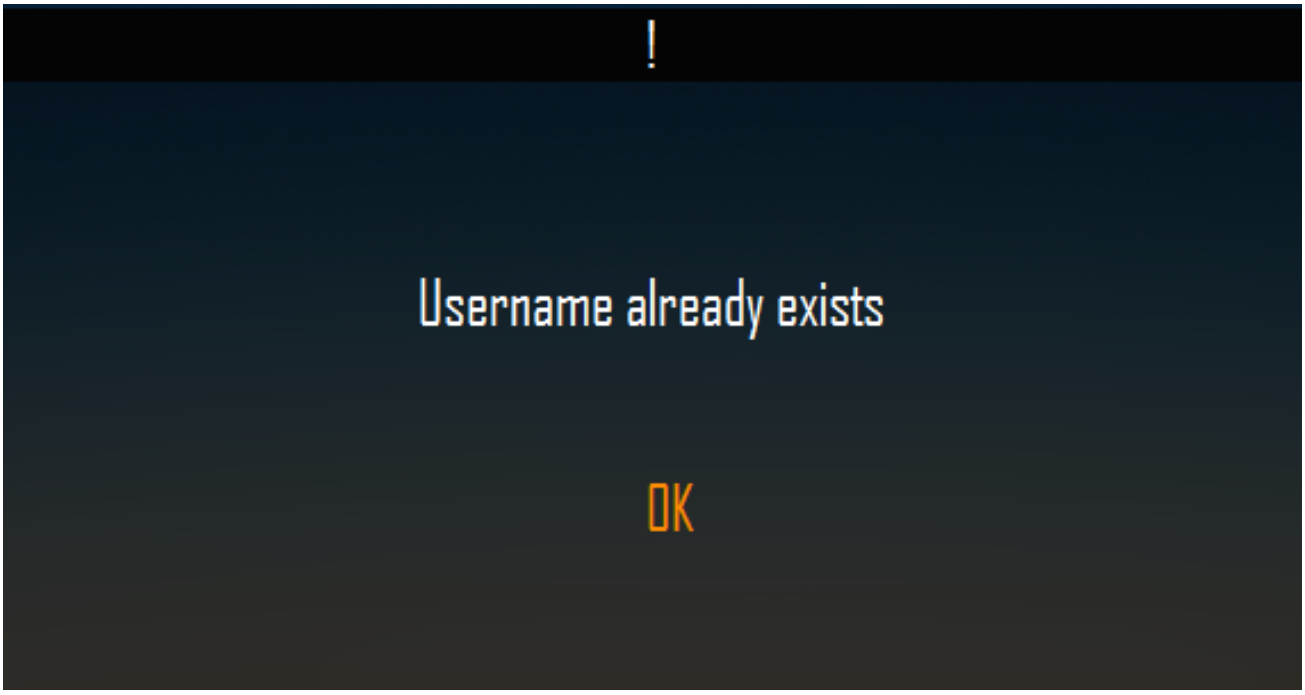
This dialog is shown when mismatched new passwords are entered while attempting to reset password



1. Click OK to return to the previous screen
2. Enter the new passwords twice without mistake

Username already exists

This dialog is shown when an existing username is entered while attempting create a new user



1. Click OK to return to the previous screen
2. Enter a new user name

F.A.Q.

Q: What if I don't have an account?
A: Only the admin has the privileges to create a new account. Contact the admin if you feel you need a user account

Q: How do I delete a log?
A: You can't. Logs once entered into the system need to stay.

Q: How can I take a print out of the logs?
A: There is currently no built-in feature for printing. However, you can use the print screen function or any other screen capture software to obtain a picture, which can printed out.

Q: How can I backup logs?
A: There is currently no built-in feature for backing up. However, you may create a copy of the 'Database.accdb' file that can be found in the installation directory

Q: Where is the search button?
A: There is no search button. Enter any string in the search bar and the logs will filter realtime based on the search text.

Q: How can I take a print out of the logs?
A: There is currently no built-in feature for printing. However, you can use the print screen function or any other screen capture software to obtain a picture, which can printed out.

Q: How do I undo the changes I have made to the logs?
A: You do not have to do anything. You may close the software or browse other screens. When changing screens, you may be asked whether you would like to save changes, just click no.

Q: Does the admin know which user added the log?
A: Yes. The admin can has an extra column when viewing logs which states the name of the user who added the log.