



# User Manual

Mainten-Ace Mobile

[www.maintenace.co.uk/mobile](http://www.maintenace.co.uk/mobile)

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# Mainten-Ace Mobile

If you have subscribed to Mainten-Ace Mobile on your Mainten-Ace account, you will be able to allow your employees to log their own mileage and complete entity services anywhere using a hand-held device or PC with an internet connection and a web browser.

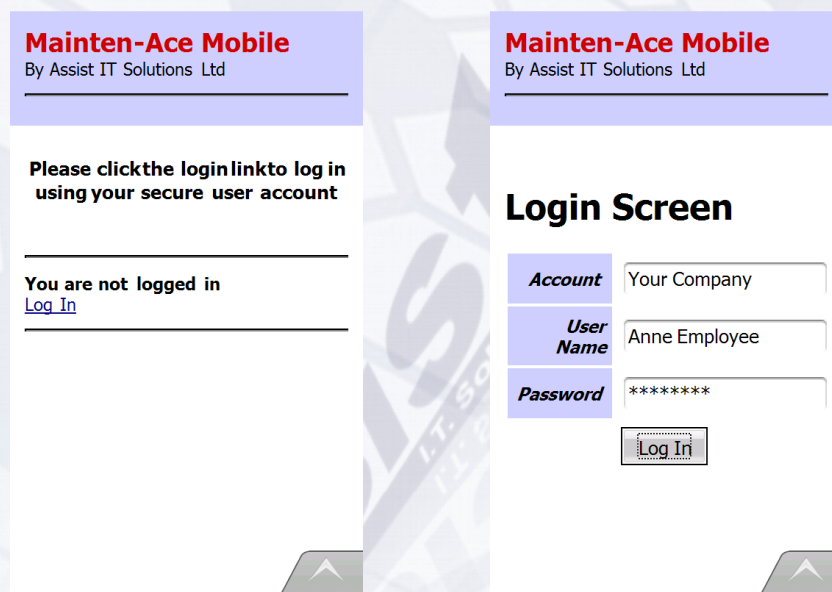
## Log In to Mainten-Ace Mobile

To Access Mainten-Ace Mobile, point your browser

**[www.maintenace.co.uk/mobile](http://www.maintenace.co.uk/mobile)**

The layout and positioning of the items on the browser will vary depending on the web browser you are using on your device. In our example, we are using the Opera browser on a Windows Mobile device.

Firstly, you will need to log into Mainten-Ace Mobile, so click the [Log In](#) link.



**Mainten-Ace Mobile**  
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Please click the login link to log in using your secure user account

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You are not logged in  
[Log In](#)

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**Login Screen**

<b>Account</b>	<input type="text" value="Your Company"/>
<b>User Name</b>	<input type="text" value="Anne Employee"/>
<b>Password</b>	<input type="password" value="*****"/>

Now you will need to log in using your short account name [this will be given to you by Assist IT Solutions], employee name [as you have created in Mainten-Ace] and employee password [as you have set it in the 'Employee Internet Access [www.maintenace.co.uk](http://www.maintenace.co.uk)' section of the 'License / Ins/ www' tab of the 'Edit an Employee' Screen.

Once logged in correctly you will be presented with a list of available options that that user can undertake using Mainten-Ace Mobile.

In our example here, our employee can log their own mileage, Log plant / machinery hours or log a service as complete.

The user can go back to this selection screen at any time by selecting the [Go Home](#) link that appears on all other pages.

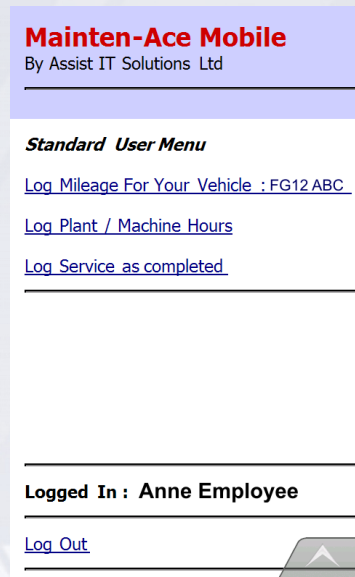
To log out of Mainten-Ace Mobile the user can click the [Log Out](#) link. Doing this will mean that anyone else using the PC or device will need to know the username and password in order to log back in and log mileage / hours or servicing.

NB the Mainten-Ace server will automatically log a user from the server after a set time of no activity (eg 20 minutes). The user will need to log back in after this 'timeout' has occurred.

## Logging vehicle mileage using Mainten-Ace Mobile

Click the Log ['Mileage For Your Vehicle : XXX XXX'](#) link from the Main Menu of Mainten-Ace Mobile to display the Log Mileage page.

Now simply type in your current mileage for your vehicle and click the 'Log Mileage Now' button.



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**Standard User Menu**

[Log Mileage For Your Vehicle : FG12 ABC](#)

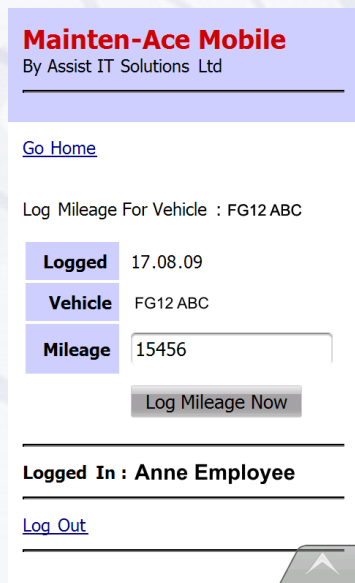
[Log Plant / Machine Hours](#)

[Log Service as completed](#)

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**Logged In : Anne Employee**

[Log Out](#)



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[Go Home](#)

Log Mileage For Vehicle : FG12 ABC

<b>Logged</b>	17.08.09
<b>Vehicle</b>	FG12 ABC
<b>Mileage</b>	<input type="text" value="15456"/>

---

**Logged In : Anne Employee**

[Log Out](#)



## Logging Plant / Machinery Hours using Mainten-Ace Mobile

Click the [Log Plant / Machinery Hours](#) link from the main Mainten-Ace Mobile menu to display the 'Log Plant / Machinery Hours Used' page.

Firstly you must select the entity that you would like to log hours for from the list of Plant / machinery entities.

The list of entities may be displayed differently on your browser. Our Opera Mobile browser in our example has ignored the colouring for the grid but other browsers may display the grid in an alternating grey / blue grid like this :

Entity Name	Select
CV08 WMG	<a href="#">This Entity</a>
DELETE THIS	<a href="#">This Entity</a>
generator test	<a href="#">This Entity</a>
HN58 JXU	<a href="#">This Entity</a>
HN58 VLS	<a href="#">This Entity</a>
NP02	<a href="#">This Entity</a>
NP06	<a href="#">This Entity</a>
PF08 ZND	<a href="#">This Entity</a>
PF08 ZNE	<a href="#">This Entity</a>
test hgv	<a href="#">This Entity</a>

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[Go Home](#)

### Log Plant / Machinery Hours Used

Please select the entity you would like to log a service for:

Entity Name	Select
FG01 ABC	<a href="#">This Entity</a>
FG02 ABC	<a href="#">This Entity</a>
FG03 ABC	<a href="#">This Entity</a>
FG04 ABC	<a href="#">This Entity</a>
FG05 ABC	<a href="#">This Entity</a>
FG06 ABC	<a href="#">This Entity</a>
FG07 ABC	<a href="#">This Entity</a>
FG08 ABC	<a href="#">This Entity</a>
FG09 ABC	<a href="#">This Entity</a>
FG10 ABC	<a href="#">This Entity</a>

1 2 3

Logged In : Anne Employee

[Log Out](#)

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The grid displays the entities on our Mainten-Ace system in ascending Entity Name order by default, but you can click the '[Entity Name](#)' header to re-sort in descending order.

The grid will only display the first 10 entities on this page. To view the next 10, click the page number at the bottom of the grid.

The current page of entities is the page number that is not underlined (not a link). In our example here we are showing page 1 of a potential 3 pages of entities.

Once you have found the entity you would like to log an 'Hours Used' for, click the '[This Entity](#)' link that corresponds to that entity.

The 'Log Plant / Machinery Hours Used' page will be displayed.

Simply type in the current Hours Used for that plant / machinery item and click the 'Log Hours Now' button.

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### Log Plant / Machinery Hours Used

Log Hours Used For Entity :

Logged	17/08/09
Entity name	Entity 1
Hours	<input type="text"/>

Log Hours Now

[Go Home](#)

## Log Service Details

Please select the entity you would like to log a service for:

Entity Name	Select
FG01 ABC	<a href="#">This Entity</a>
FG02 ABC	<a href="#">This Entity</a>
FG03 ABC	<a href="#">This Entity</a>
FG04 ABC	<a href="#">This Entity</a>
FG05 ABC	<a href="#">This Entity</a>
FG06 ABC	<a href="#">This Entity</a>
FG07 ABC	<a href="#">This Entity</a>
FG08 ABC	<a href="#">This Entity</a>
FG09 ABC	<a href="#">This Entity</a>
FG10 ABC	<a href="#">This Entity</a>

1 2 3

Logged In : Anne Employee

[Log Out](#)

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## Logging a Service as Complete Using Mainten-Ace Mobile

Click the Log '[Log Service As Completed](#)' link from the Main Menu of Mainten-Ace Mobile to display the Log Service Details page.

The list of entities may be displayed differently on your browser. Our Opera Mobile browser in our example has ignored the colouring for the grid but other browsers may display the grid in an alternating grey / blue grid like this :

Entity Name	Select
CV08 VMG	<a href="#">This Entity</a>
DELETE THIS	<a href="#">This Entity</a>
generator test	<a href="#">This Entity</a>
HN58 JXU	<a href="#">This Entity</a>
HN58 VLS	<a href="#">This Entity</a>
NP02	<a href="#">This Entity</a>
NP06	<a href="#">This Entity</a>
PF08 ZND	<a href="#">This Entity</a>
PF08 ZNE	<a href="#">This Entity</a>
test hgv	<a href="#">This Entity</a>

The grid displays the entities on our Mainten-Ace system in ascending Entity Name order by default, but you can click the '[Entity Name](#)' header to re-sort in descending order.

The grid will only display the first 10 entities on this page. To view the next 10, click the page number at the bottom of the grid.

The current page of entities is the page number that is not underlined (not a link). In our example here we are showing page 1 of a potential 3 pages of entities.

Once you have found the entity you would like to log an 'Hours Used' for, click the '[This Entity](#)' link that corresponds to that entity.

The next screen will be slightly different depending on the type of entity you have chosen to complete a service for.

## Completing a Service Scheduled By Date

If you selected a vehicle entity which has services scheduled based on date, you will see this screen asking for the Vehicle Mileage and any notes for the service.

The servicer (the user logged in) and the actual service date (today's date) are automatically filled in and can not be altered.

Simply type the mileage (optional) and any notes (optional) and click the '**Log Service As Complete**' button to complete the service.

## Log Service Details

Scheduled Date 22/10/09

Serviced By Anne Employee

Vehicle Mileage

Notes

[Log Service As Complete](#)

Logged In : Anne Employee

[Log Out](#)



## Completing a Service Scheduled By Hours Used

If you selected a vehicle entity which has services scheduled based on hours used, you will see this screen asking for the Actual Hours and any notes for the service.

The servicer (the user logged in) and the actual service date (today's date) are automatically filled in and can not be altered.

Simply type the Actual Hours reading and any notes (optional) and click the '**Log Service As Complete**' button to complete the service.

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### Log Service Details

Scheduled Date	09/09/09
Serviced By	Anne Employee
Scheduled Hours	99
Actual Hours	<input type="text"/>
Notes	<input type="text"/>

[Log Service As Complete](#)

---

**Logged In : Anne Employee**

[Log Out](#)

## Completing a Service Scheduled By Mileage

If you selected a vehicle entity which has services scheduled based on mileage, you will see this screen asking for the Actual Mileage and any notes for the service.

The servicer (the user logged in) and the actual service date (today's date) are automatically filled in and can not be altered.

Simply type the Actual Hours reading and any notes (optional) and click the '**Log Service As Complete**' button to complete the service.

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### Log Service Details

Scheduled Date	09/09/09
Serviced By	shaun
Scheduled Miles	9999
Actual Mileage	<input type="text"/>
Notes	<input type="text"/>

[Log Service As Complete](#)

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**Logged In : Anne Employee**

[Log Out](#)