MowerMeter Quick Start Manual

MOWERMETER

Equipment Maintenance and Tracking

For Windows 2000/XP

MOWERMETER

0 0 2 9 0 ☒

HOURS

Table of Contents

This guide will walk you through the basics of using the program but does not go into detail of every field. The Help section built into the program does contain detailed instructions for the use of each field. Help can be accessed from each screen by selecting the [icon] icon then selecting the field for which you need more information. You can press the F1 key on your keyboard to view the complete Help file.

Using the basic controls in MowerMeter

MowerMeter uses grids to display information. Grids are made of columns and lines. All grids in the program have columns that are resizable, movable and sort able.

Unit No	Name	Type	Make	Model	Serial No	Site	Location	Assigned...

To change the width of a column, position the mouse over the top of the line that separates the column and the mouse turns into a double arrow. Hold down the mouse and drag the column to the desired width.

Unit No	Name	Type	Make	Model	Serial No	Site	Location	A

To change the column order, position the mouse over the top of the column, hold the mouse button down and drag the column to the desired spot.

Unit No	Name	Type Name	Model	Serial No	Site	Location

To sort a column, double click on the top of that column. All these settings are remembered if you close the program

Unit No	▽ Type	Name	Make	Model	Serial No	Site	Location

Each screen can be resized to your screen size by positioning the mouse at the lower right corner, holding the mouse key down and dragging the screen to the appropriate size. MowerMeter comes preinstalled with some basic information.

Pull-down menus are used throughout the program for ease of data entry. You can add new choices to the pull-down on the fly by selecting the [···] next to the field. This will allow you to edit the master list of items.
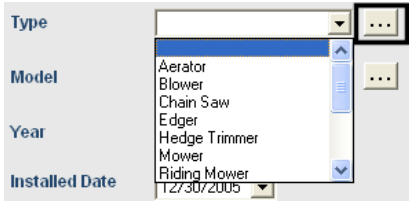
There are two sets of icons on the main screen. The ones on the left side are Navigation buttons that take you to the main areas of the program. The ones across the top are shortcuts to particular action such as adding equipment, print work orders, etc.

Adding a new equipment Type

To add a new type of equipment start with ⋯ next to Type.
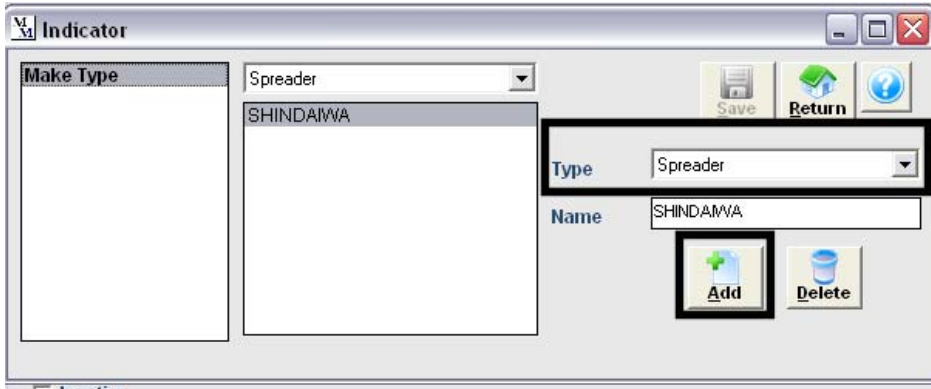

Select the Add button

Enter the new Type and select Save
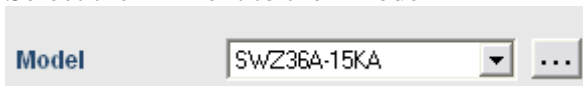
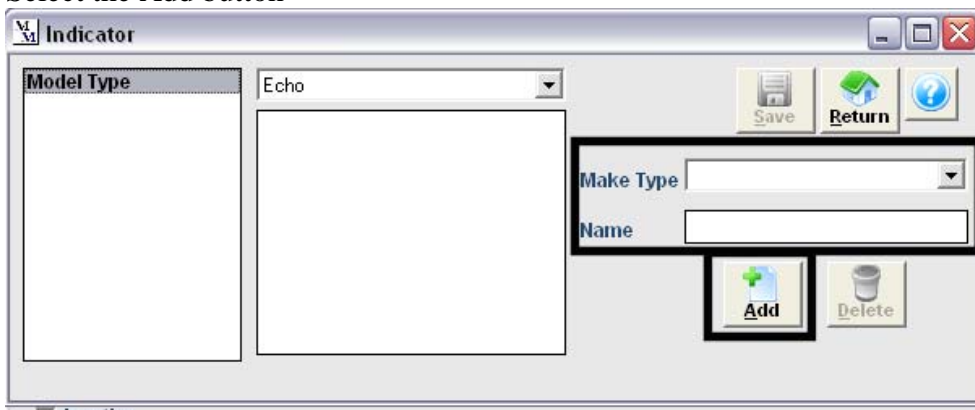## Adding a new equipment Make

Select the ⋯ next to "Make"

Select the Add button

Select the new "Type" you want to add to from the pull down list.
Enter the "Make" into the "Name" field and select Save

Adding a new equipment Model

Select the ··· next to the "Model"

Select the Add button

Select the "Make" you want to add to from the "Make Type" pull down.
Add the new "Model" into the "Name" field and select Save.

Note: MowerMeter works for a wide variety of equipment so all the fields provided do not need to be filled in. Only a few are required for the program to work. If you left a necessary field blank the program will prompt you the enter it.

Main Screen

The top left section shows you an overview of services and work orders. The "Open Work Order" section shows you all the Work Orders that have been generated and are not completed. The "Over Due Service" section shows all equipment that has a service that is overdue and a work has not been generated yet. These can be expanded/closed by using the + - buttons.

Equipment with Services Due

Open Work Order
   10 - Stander #1
   2 - Big Bird
   3 - White Chevy
Over Due Service
   11 - Sentar #1

The top right side has a list of all the reports that are available in the program. Use the + - the see all the reports under each category.

Memorized Report

+ Equipment Reports
+ Service Reports
+ Inventory Reports

Use the icons on the left side to navigate to various sections of the program
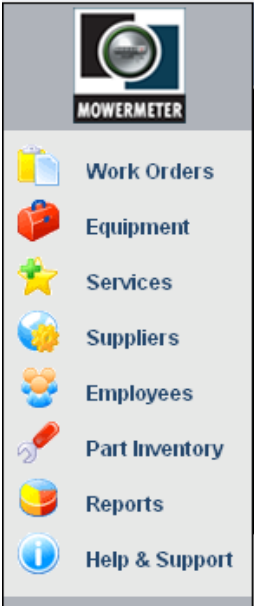
Step 1: Add equipment

Equipment can be added by using the   navigator button on the left side.

The Find Screen comes up. You can add or locate the equipment from here. Select the "Add New" button.
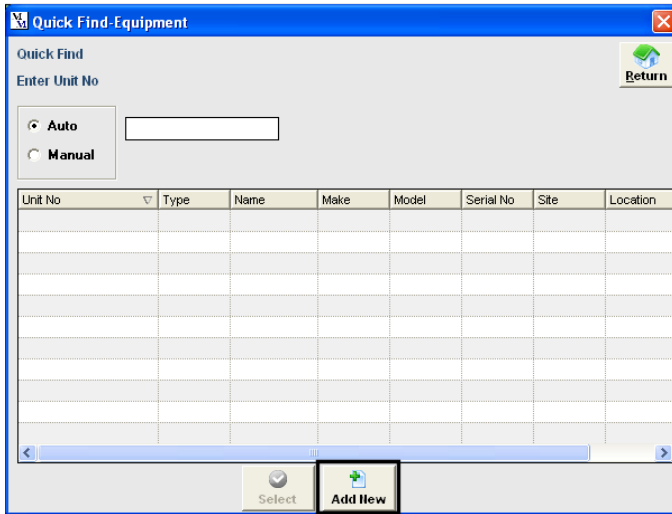
The next highest number is assigned to the equipment but you can override this manually. It is highly recommended that only numbers are used (there is another field for name). This will make generating reports easier.

Note: Unit Number allows numbers and alphabetical entries, because of this when you see a list of equipment it will be in computer order rather then logical order. For example the #120 comes after #1 but before #2. This is because a computer sorts by the first character which in this case is #1 so it puts all items that start with 1 together.

Enter the "Name". This would be the common name that you know the equipment as. If you don't have one, make a brief description of the equipment. Remember you will be finding the equipment by its number and/or name so it should have some meaningful.

Choose the "Type", "Make", "Model" using the pull downs. Use the [...] to add more choices. Always start with "Type" then "Make" then "Model" because each list is a subset of the previous one.

Assigning a crew is important so you know who has the piece of equipment. A crew could be a person or a truck that the equipment belongs to.

Click on each icon across the top to enter additional data.
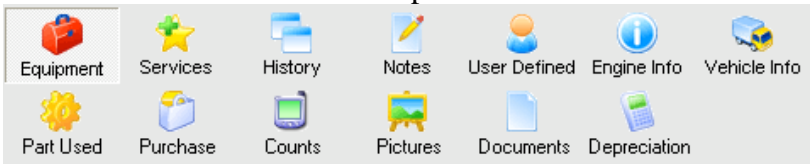
Step 2: Add services

Select the icon. Select to add services. The preloaded list of services is displayed.

Select	Service No	Name	Crew	CostCenter	Interval	Renewal...	Separate...	Budget
☐	1	Oil Change	1	Landscape	50	Work Ord...	☐	0.00
☐	2	Sharpen B...	1	Landscape	1	Work Ord...	☐	0.00
☐	3	Grease Lu...	1	Landscape	1	Work Ord...	☐	0.00
☐	4	Change B...	1	Landscape	1	Work Ord...	☐	0.00
☐	5	Change G...	1	Landscape	1	Work Ord...	☐	0.00
☐	6	Clean Pre ...	1	Landscape	1	Work Ord...	☐	0.00
☐	7	Check Air ...	1	Landscape	1	Work Ord...	☐	0.00
☐	8	Change Ai...	1	Landscape	3	Work Ord...	☐	0.00
☐	9	Check Tire...	**Name**	be	2	Work Ord...	☐	0.00
☐	10	Check Oil ...	Check Tire Pressure	be	1	Work Ord...	☐	0.00

These can be modified by going to the "Services" navigator on the left or new services can be added on the fly by using the button. Check off the services you want to add to this piece of equipment.

Select	Service No	Name	Crew	CostCenter	Interval	Renewal...	Separate
☑	1	Oil Change	1	Landscape	50	Work Ord...	☐
☐	2	Sharpen Blades	1	Landscape	1	Work Ord...	☐
☑	3	Grease Lube Points	1	Landscape	1	Work Ord...	☐
☑	4	Change Belts	1	Landscape	1	Work Ord...	☐

Then select [Process] .

If any service is based on a meter reading you will be prompted to enter the last reading that the service was performed.

Count Reading

[Save] [Return]

Service Name	Oil Change
Count Type	Hours
Count Date	12/30/2005
Count Value	786

The services are now added to this specific piece of equipment. The services will be copied exactly as you have them setup in the master list of services. To modify or see the service select it by either double clicking its name or using the [Select] button.

Service No	Name	Next Sch...	Service C...	Budgeted...	Labor Cost	Interval	
1	Oil Change		1	0.00	$0.00	50	
3	Grease Lu...	12/30/2005	1	0.00	$0.00	1	
4	Change B...	12/30/2005	1	0.00	$0.00	1	

Select how often the services should be done.

Reschedule Every: [1] [Weeks ▼]

Reschedule Every: [50] [Hours ▼]

If the service is based on Days, Weeks, Months or Years select the "Days", "Weeks" and "Months" the service is allowed to be scheduled for.

Enter the "Next Date/Count" the service should be performed at.

In above example the equipment is not used Dec thru Feb so I unmarked those months. Plus I don't want the service to show up on a Sunday so I unmarked "Sun"

If any parts are needed to perform the service select then check off the parts required and enter the quantities required. Select to add the inventory to the service. If a part is not in the list it can be added as you go by selecting the button.

Note: It is recommended to set up some generic part numbers. These can be used when a part is very unique and will probably never be used again. This is quit common in repairs. Some examples are: Misc Electrical, Misc Suspension, Misc Brake, etc. When you use these generic parts you should enter the exact part into the Work Order notes so you can always review the history of what was done.

Select the "Crew" that will perform the service.

History Icon
The history shows all the services that have been done along with the parts, times and notes. Some of the items can be changed in case a mistake was made during posting.

Notes Icon
General notes can be added about this piece of equipment.

Fields Icon
This allows you to have extra fields to use for what ever you need them for. The name of these fields can be changed program wide by double clicking on the field label.

Engine Icon
Enter information related to the engine.

Vehicle Icon
If the equipment is a vehicle you can use these fields for that information. The "License Renewal Date" and "Inspection Date" have their own separate reports so you can see what is coming due. The report also allows you to move the date into the future. On the main menu bar across the top go to Equipment-Inspection date reading or License Renewal date reading to print or update these fields.

Parts Icon
This option does not perform any specific function in the program. It does allow you to add parts that used on this equipment for your general knowledge. The parts that are added to the "Services" are used for the Work Orders and history.

Purchase Icon
Enter purchase, lease, loan and warranty details.

Counts Icon
If the equipment has a meter this will show each time that a meter reading was taken. If and service for the equipment is based on a meter reading it will show on the "Count" report. When readings are entered and service that has become due will show up in the

Work Order section. You can also add unscheduled readings using the button.

Pictures Icon
You can attach pictures of the equipment.
Note: This is a link to where the pictures are located. This means that if you move the picture they will no longer work. If the program is on a server, each work station must have the exact same path mapped otherwise the picture will only work from the original work station that assigned it.

Documents
You can attach any type of file to the equipment. These are actually copied into the "Doc" folder in the MowerMeter directory. If you backup the complete MowerMeter folder the documents are also being backed up.
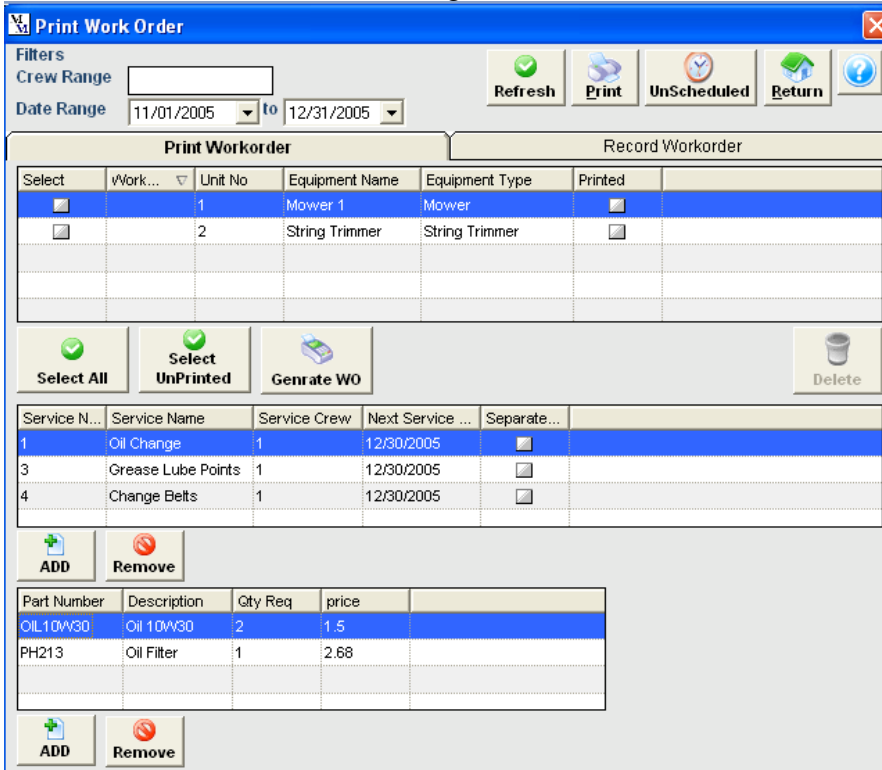
Depreciation
Based on the "Acquisition Date" from then "Purchase Icon" straight line depreciation is calculated.

Remember to check the for additional information on each field.

Step 3: Generate and Print Work Orders

Select the navigation. All services that are due will be displayed.
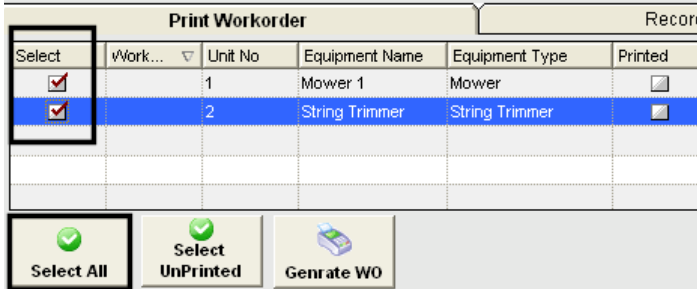
Make sure the date range is set to the period needed.

If you change the date range select .
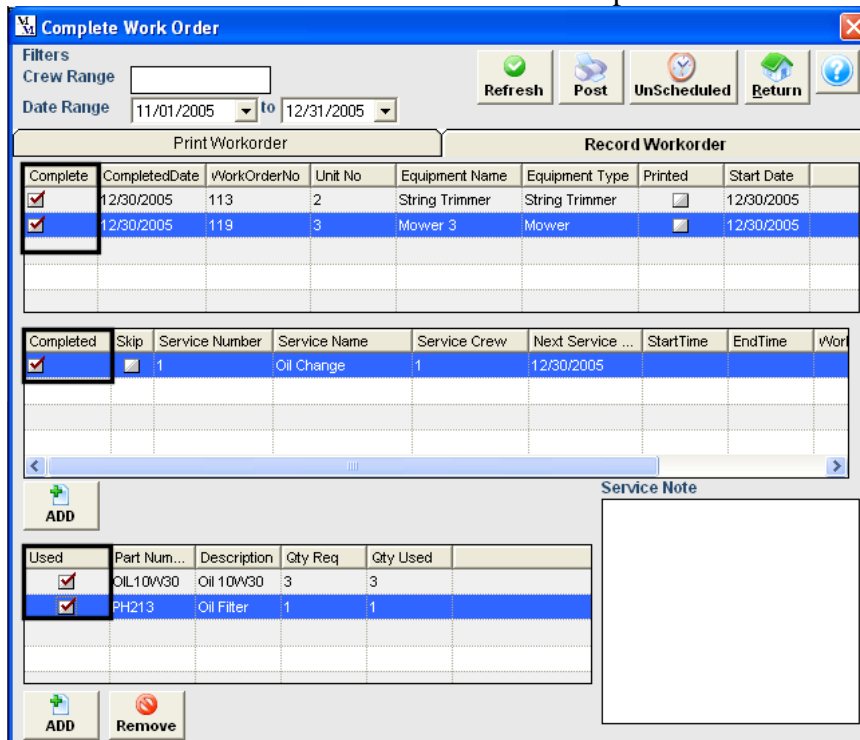
Check off the equipment for which you want to generate and print Work Orders.

You can add and remove additional services and parts by using the

Select . All the services will be generated onto a work order and will print.

Step 4: Record Work as Done

Select the [Work Orders] navigation. Select [Record Workorder] tab at the top.

Check off the Work Orders that have been completed.
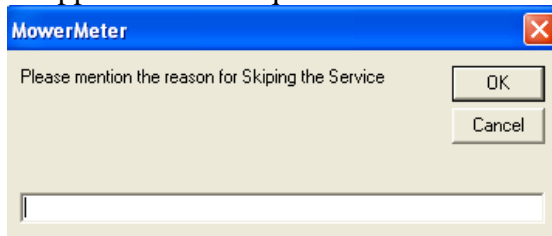
By default all the services on the work order will be marked as completed but can be manually unchecked or changed to "Skip".
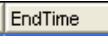
 Skipped services require a reason to be entered.
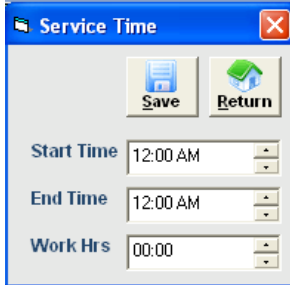
 All parts for each service are also automatically selected. Clicking on each service will display the parts.

Verify the "Completed Date".

Times can be entered in for each service by selecting the either the StartTime or EndTime

When all the data is entered select the Post button. All the data is recorded into the

equipment and the services are rescheduled. Use the History icon to see the work that has been done.

Adding Unscheduled Services

If a Work Order needs to be generated for unscheduled repair/service you do not need to add the service to the equipment. You can generate a Work order by selecting the UnScheduled from either the "Print Word Order" or "Record Work" tab. Select the UnScheduled button and then select the equipment from the list. A Work order is created. Now use the ADD button below the service grid (2nd grid) to add the service required. Parts can also

be added to the service by using the ADD button blow the parts grid (3rd grid). You now print the Work Order out or immediately record it as finished. Use the "Service Note" field on the "Record Work" tab to detail the work that was done.

Taking Counts

Every seven days any equipment that has a service that is based on "Counts", "Hours", "Kilometers" or "Miles" will be displayed in the "Count" icon on the main screen.

This can list be printed out and taken out into the field to get the actual counts of the equipment. Enter the actual counts on the screen and MowerMeter will schedule any services that are due.

The default number of days between counts can be changed under Files>Setup>Settings>Number of Days between Counts
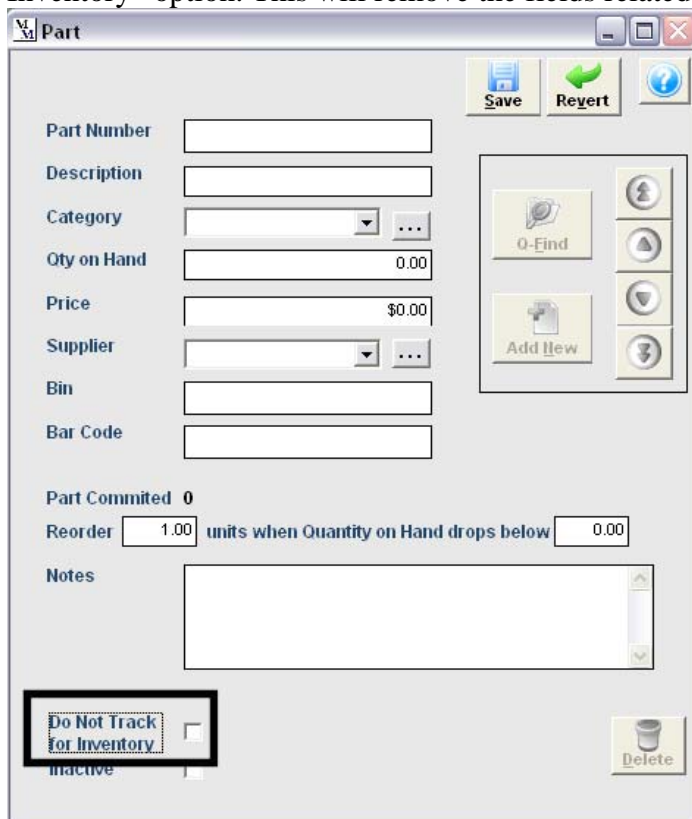
Part Inventory

You will need to add parts to the inventory in order to add them to services. You have choice to track them for true inventory purposes or just for costing. Choose the Part Inventory icon


Select the button.
Enter a Part Number and Description.

If you do not want to track for inventory purposes you can select the "Do Not Track for Inventory" option. This will remove the fields related to inventory from the screen.


If you are tracking inventory you can set reorder points. When inventory drops below this point or if the parts are committed to work orders they will appear on the Inventory Reports>Inventory Reorder Report.

Checking In Inventory

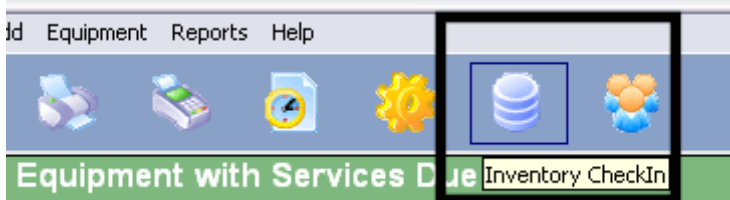When you receive inventory use the "Inventory CheckIn" icon on the main screen
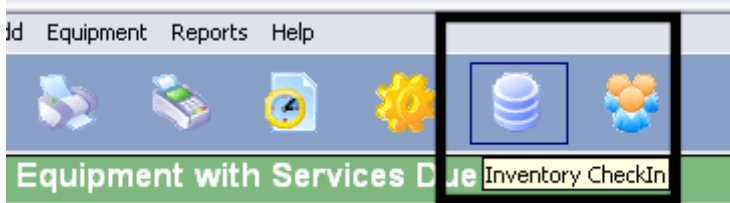
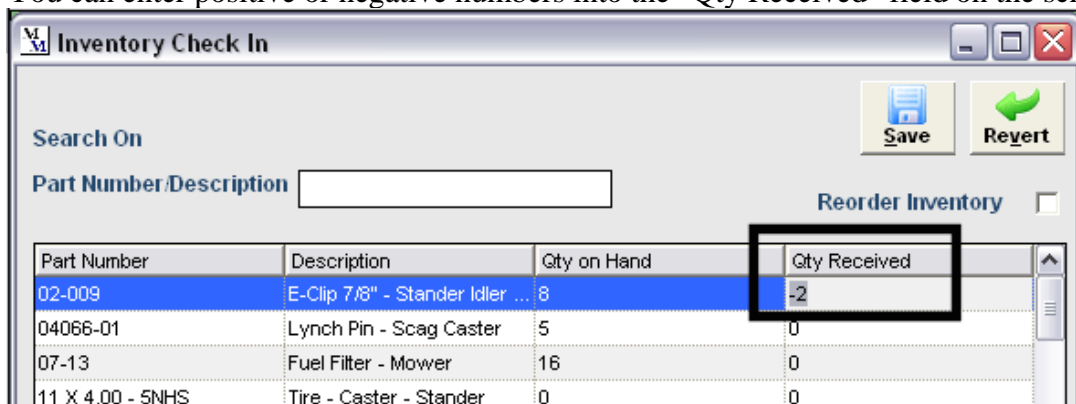You can enter the new inventory into the "Qty Received" field on the screen.
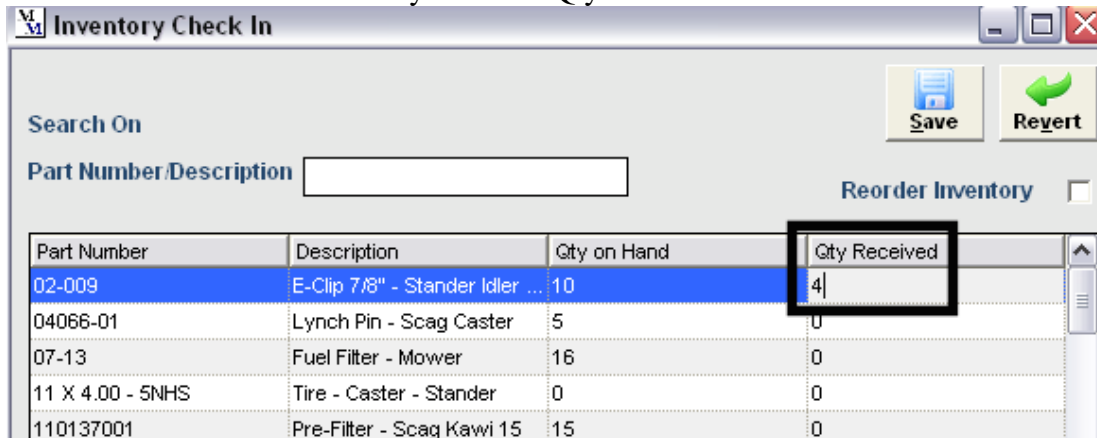
Adjusting Inventory

To correct inventory levels use the "Inventory CheckIn" icon on the main screen

You can enter positive or negative numbers into the "Qty Received" field on the screen.

Employees

You can track information about your employees under the Employees icon.

If the employee is a part of a crew that services the equipment fill in the "Labor Cost" and "Crew" that the employee is assigned to. If you enter the "Budgeted Hrs" in a service it will take the "Labor Cost" and multiple it by the "Budgeted Hrs" to determine the "Tot Labor Cost" for the service.

(Service Screen)