



# MNWIN HELP AND MANUAL

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# **Maintenance Help Document MNWIN 32 Transportation Management Software**

*by BJ Exum*

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Special Thanks to Diane Harper for  
the original help files.

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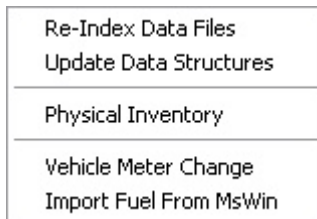
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## 1 Utilities

### 1.1 Utilities Menu

#### Utilities Menu



This menu contains functions that will be needed periodically, some more often than others. Available menu options are:

[Index Databases](#)

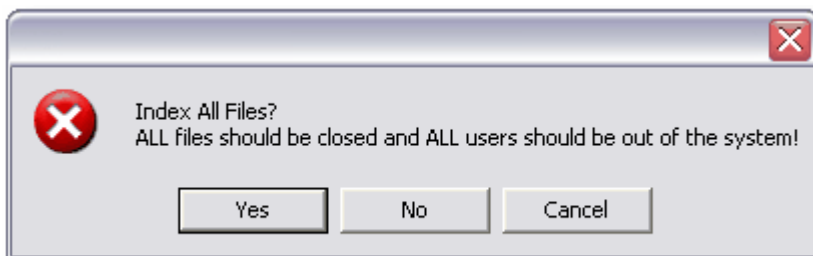
[Update Data Structures](#)

[Physical Inventory](#)

[Vehicle Meter Change](#)

[Import Fuel from MsWin](#)

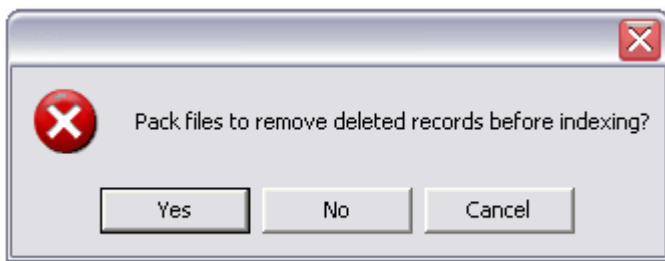
### 1.2 Re-Index Data Files



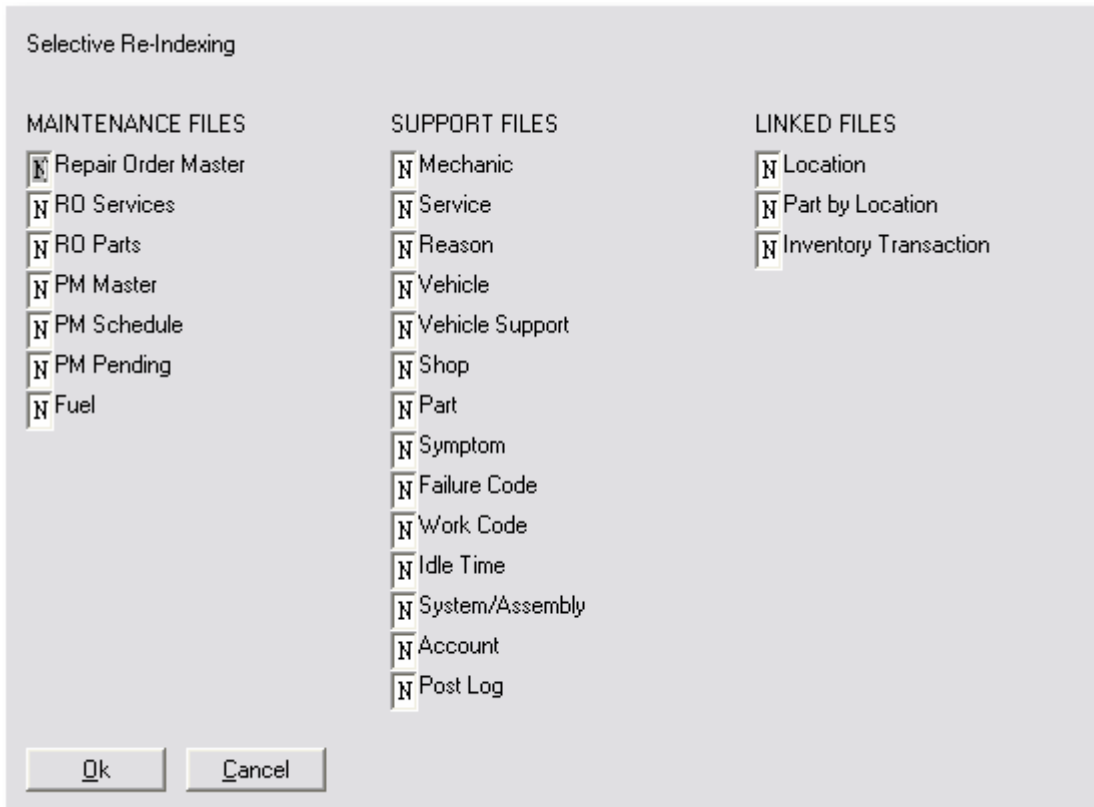
#### Index Databases

From the [Utilities Menu](#).

Indexing is recommended on a regular basis, weekly or bi-weekly. The system updates the indexes as records are added or changed, but indexing on a routine basis ensures clean up-to-date indexes and a smoothly running system. The first question is if you want to do all the databases or select from the list to only do one or more databases at a time.

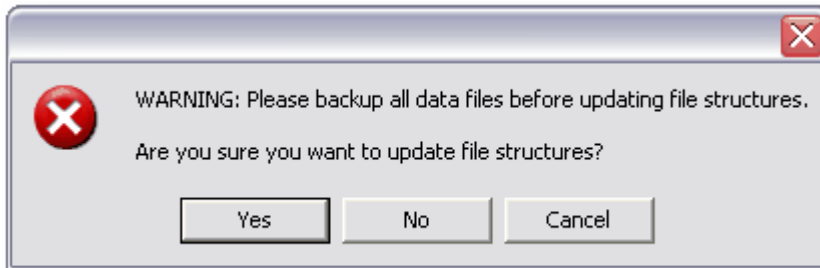


The second question asks if you want to Pack the databases. This option will permanently remove any record that has been marked for deletion. A record is usually marked for delete by pressing F3. Normally an \* will display beside marked records. This option will remove those records from the file permanently.



If you have selected to not index all the databases, you will now get a pop up window to selectively choose your databases. To select from list, move the cursor/or mouse to the necessary file and type a 'Y' to mark that file. Continue with this until all files to be updated are marked, then click **OK**.

## 1.3 Update Data Structures

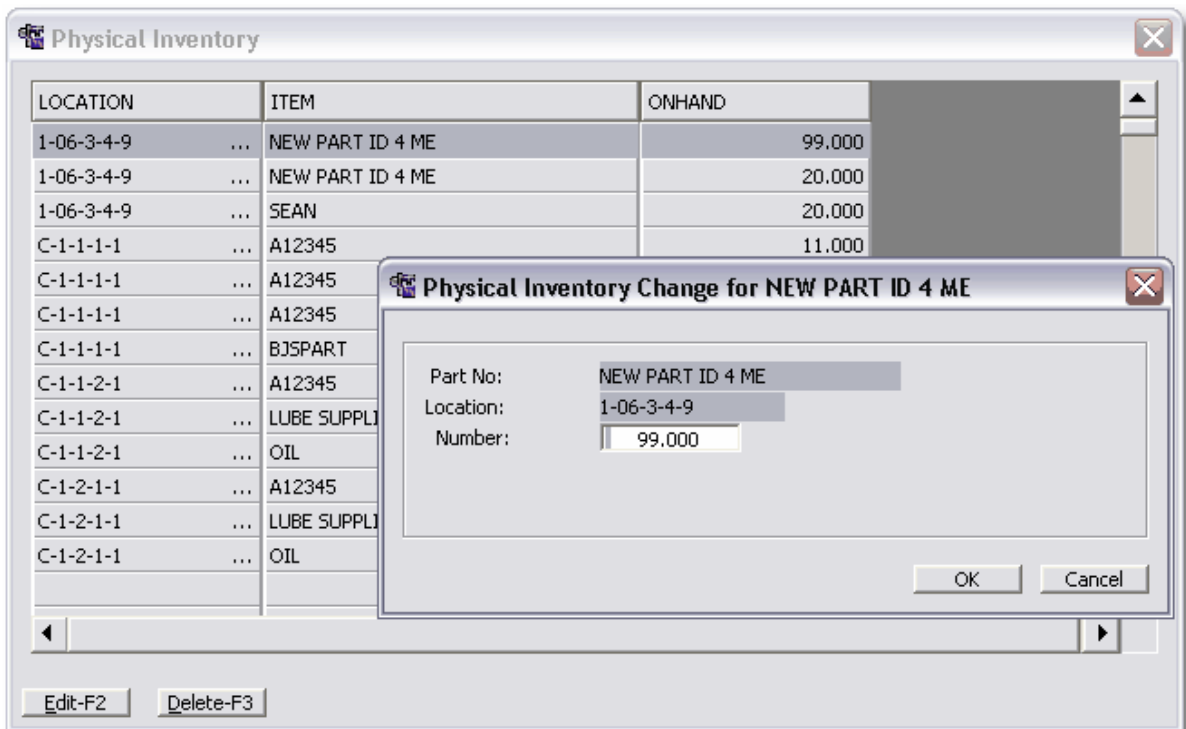


## Update Data Structures

From the [Utilities Menu](#).

This option needs to be performed whenever the system set up is edited or a new company added (same as above). This may need to be done on other occasions such as using a new update or an error message indicates "Variable does not exist," or "File not found."

## 1.4 Physical Inventory



## Physical Inventory

When a physical count is done, the changes are made here in the [Physical](#)

# Inventory Control

As parts are included on repair orders the system *allocates* those parts and displays total allocated in the Parts Master file. Only after a repair order is posted, will the on-hand value decrease and the allocated total return to zero.

Additions and changes to other values are done here in the [Physical Inventory](#) or in the Parts by Locations screen on the Operations Menu.

## 1.5 Vehicle Meter Change

[illegible]

## Vehicle Meter Change

The total utilization for any one meter cannot exceed 9999999.9. This utility will provide access to all meter types.

**View/Change Starting Reading** - Upon entry of a vehicle, the meter starting readings should be entered. This enhances the performance of the PM scheduling.

Be sure to enter accurate readings, as this is a vital part of the PM tracking system.

Meter Type:	Speedometer	Hubmeter	Chronometer
Number	1	1	1
Start	30.0	0.0	0.0
Current	30.0	0.0	0.0
Change Date	10/22/06		

When a meter is **PHYSICALLY** changed on a unit, this option will continue to accumulate miles, but will set the current readings back to zero to account for the new meter. The system tracks the number of meters replaced on a unit using this option. When replacing a meter the start and current will most likely be the same (unless the meter was replaced out on the road). You will use the F4 Add function to replace a meter.

If the meter of your unit rolls over, you will also need to "add" a new meter, in order for the miles to still accumulate, and your PM's calculate properly. In this instance when you add the new meter, make sure the final meter reading is the very last mile before the rollover and the start meter reading is zero. The current can be whatever the current miles are. This will ensure that you capture all of the miles the truck actually ran.

On occasion, a meter reading may be entered erroneously. If that happens, this option may be used to make a correction. Use caution with this option, as it will affect PM scheduling. You will use the F2 Edit function. You can also edit any of the meters in 'Trucks' under either Operations Menu or Setup Menu.



## 1.6 Import Fuel from MSWIN

Re-Index Data Files
Update Data Structures
Physical Inventory
Vehicle Meter Change
Import Fuel From MsWin
Data Upload to Disk
Data Download From Disk

If you also have the MSWIN Mileage and Fuel Tax program from CSS/TMS, you have the option of importing fuel records from MSWIN in addition to, or instead of, entering manually through the fuel entry. You must fill in the MSWIN directory in setup-system configuration. After the setup is complete you simply go to Utilities menu and choose Import fuel from MSWIN. Answer Yes to confirm and the records will be automatically brought in. You can do this whenever needed, as the programs keep track of what has already been imported, so there will be no duplication.

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