



maintenance of critical assets

MoCA for Windows

System Overview

World's Most Friendliest Maintenance Software

RDMI

1. About Document

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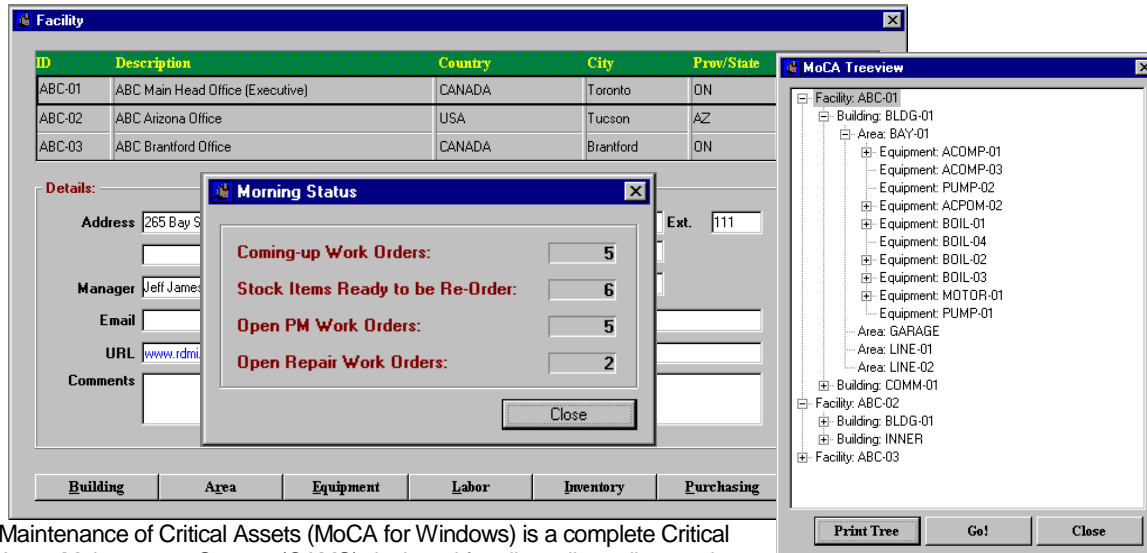
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2. Introduction



Maintenance of Critical Assets (MoCA for Windows) is a complete Critical Asset Maintenance System (CAMS) designed for all small, medium and enterprise level organizations. It is the only CMMS, which allows Facility, Building, Equipment, Fleet and Asset maintenance with multiple service categories and multiple work order numbers all in one package.

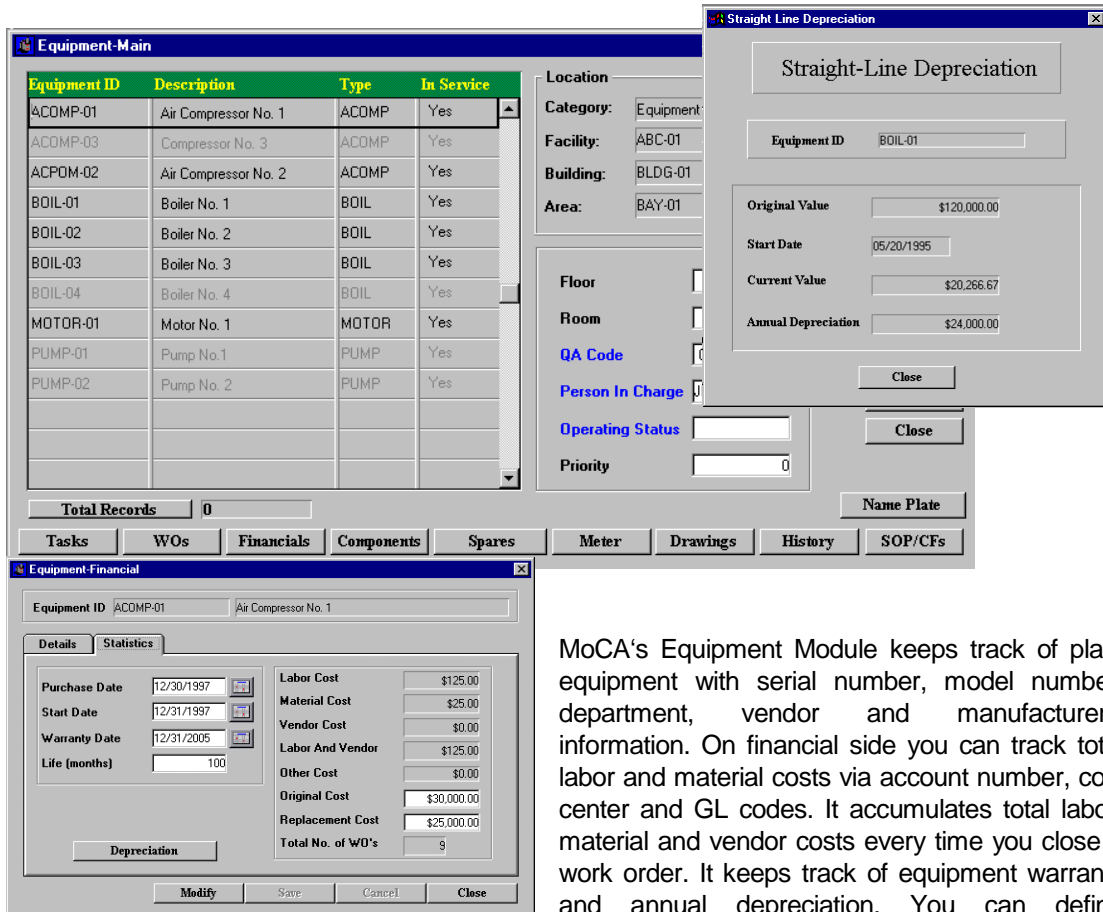
Significant benefits that an organization will realize from using MoCA for Windows, include:

- Increased maintenance productivity and reduced costs.
- Reduced emergency breakdowns and repair works leading to significant increase in equipment uptime.
- Integration of maintenance into Total Quality Management (TQM), CIM, MRP and ERP Programs.
- Comes with QA Validation Protocols for ISO 9000, QS 9000, HACCP, OSHA, HAZMAT and EPA standards.

Features

- File Server Options for Windows 95/98/NT/2000
- Client Server Options for MS SQL Server and Oracle Databases
- Enterprise Option for AS/400 run native on DB/2
- Integration into Legacy Systems
- Multiple Facilities Option in one Package
- Multiple Service Center Option
- Multiple Work Order Numbering System
- Runs Multiple Databases
- Runs on Multiple Platforms
- True Bi-lingual. Switch languages using one system
- Up to 20 languages, including French, German, Arabic, Hebrew, Chinese, Korean
- Tree View for easy drill down
- Data Entry Wizard for easy data entry
- Field Level security and hide fields capability
- Custom Fields user definable
- Look up tables available on many fields
- Pop-up calendar on all Date fields
- Sort and wildcard search available throughout
- Ditto and Repeat functions to expedite data entry

3. Equipment Module

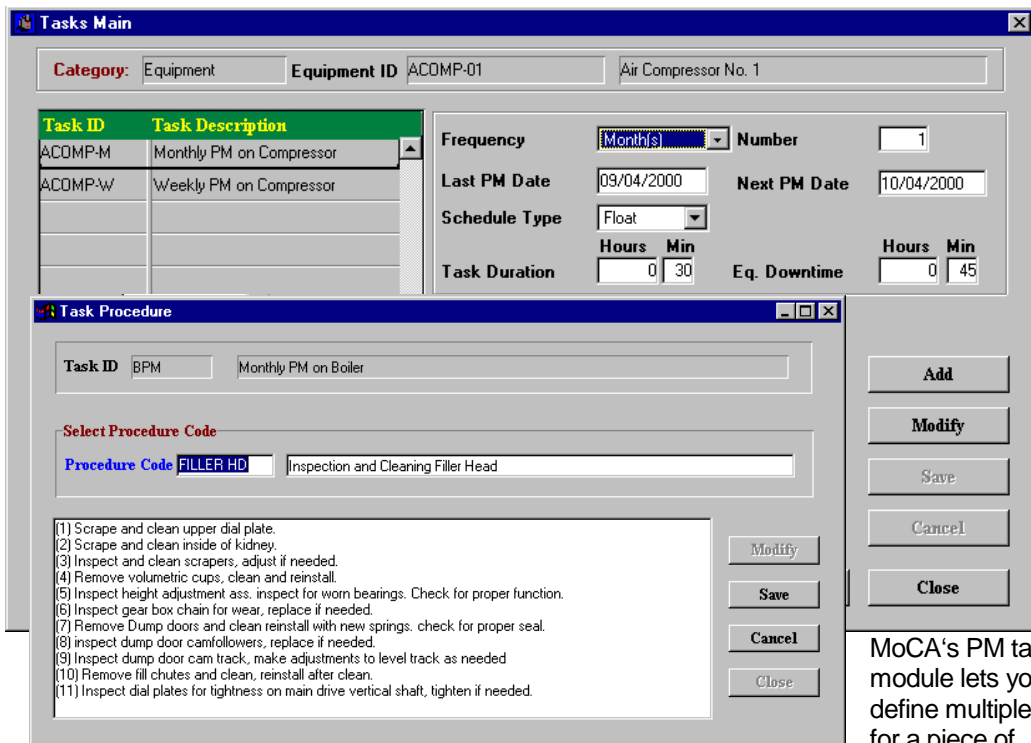


MoCA's Equipment Module keeps track of plant equipment with serial number, model number, department, vendor and manufacturer's information. On financial side you can track total labor and material costs via account number, cost center and GL codes. It accumulates total labor, material and vendor costs every time you close a work order. It keeps track of equipment warranty and annual depreciation. You can define equipment components, bill of material, meters, attach drawings and define OSHA regulations for tag-outs and lock-outs.

Features

- **Define Components** - Parent-Child Relationship. For example Pump attached to Boiler and Motor attached to Pump
- **Financials** – Track model number, serial number, cost centers, GL codes and annual depreciation.
- **Bill of Material** – Spare codes can be defined for each equipment and can be linked to Inventory for QOH information
- **Meter** – Define multiple meters and generate work orders based on either meter or date, which ever comes first
- **Drawings** – Attach CAD drawing to an equipment and print it with a work order
- **History** – With a click get work order history for an equipment
- **SOP** – Standard Operating Procedures and OSHA regulations can be stored and will print every time work order is generated
- **WO** – Click and get all Open and Closed work orders for that equipment
- **Nameplates** – User definable nameplates and fields

4. Preventive Maintenance Tasks



MoCA's PM task module lets you define multiple tasks for a piece of

equipment. Task frequencies may be defined as daily, weekly, monthly, yearly or a day of the week.

Task procedures can be written in any word processor of your choice or simply copy/paste and use MoCA's default text editor.

Features

- **Multiple Tasks** – Define more than one task for an equipment
- **Define Frequency** – Frequency may be defined as daily, weekly, monthly, yearly or day of the week. Selecting Tuesday will generate work order every Tuesday
- **PM Dates** – Use built-in calendar to select dates. Next PM Date will advance automatically when a work order is closed
- **Task Duration and Downtime** – Estimate task durations and equipment downtime to forecast and allocate resources. Estimates are printed on the work order
- **Task Procedure** – Use MoCA's text editor or your favorite word processor to create task procedure
- **Task Parts** – Select parts and quantity required to be used for the PM task. This quantity will be deducted automatically from the Inventory System when a work order is closed
- **Task Labor** – Select Technician by name and craft ID to assign labor to a task. You may assign multiple labor with hrs required
- **Drawings** – Attach a drawing to Task
- **Merge Tasks** – You can merge tasks which fall within certain date range

5. Spare Parts Inventory

The screenshot displays the MoCA Inventory module interface. The main window, titled 'INV Main For Facility : ABC-01', features a 'Service Category' dropdown set to 'Equipment'. Below this is a table with columns 'Part No.', 'Description', and 'Type'. The table contains the following data:

Part No.	Description	Type
BRG-01	Bearing No. 1	BRG
BRG-02	Bearing No. 2	BRG
DRIVE-22	Computer Drive 22	COMP
FIL-01	Filter No. 1	FIL
FIL-02	Filter No. 2	FIL
OIL-01	Oil No. 1	OIL
OIL-02	Oil No. 2	OIL

At the bottom of the main window are buttons for 'Location', 'Suppliers', 'Substitute', and 'History', along with a 'Total Records' field showing '0'. The 'Inventory Part Suppliers' sub-window is open, showing 'Part No.' as 'BRG-01' and 'Bearing No. 1'. It includes a table of suppliers:

Vendor ID	Description	Primary
AB	American Bearings	<input checked="" type="checkbox"/>
HD	Home Depot	<input type="checkbox"/>

The sub-window also has a 'Detail Information' section with fields for 'SKU' (Box), 'Vendor Item No.' (AB2823920), 'Lead Time' (5), and 'Unit Cost' (\$10.00). Buttons for 'Add', 'Modify', 'Save', 'Cancel', and 'Close' are visible on the right.

MoCA's Inventory module lets you keep track of your maintenance spare parts. You can keep track of both stock and non-stock items. For each part you may define part type, account no., cost center, OEM information including weight, model and UOM.

You may define multiple stores, use Min/Max system to re-order, assign multiple suppliers and assign substitutes. You may include MSDS information for each item.

Features

- **Parts Information** – Define types, cost centers, account no., stock and non-stock items
- **OEM information** – To each item you may assign OEM, model, weight and UOM
- **MSDS** – Keep MSDS information on each item
- **Multiple Locations** – Multiple stores can be defined with each store having min/max, QOH, and value
- **Inventory Valuation** – Get instant valuation of your total inventory on hand
- **Multiple Suppliers** – You can define more than one supplier to an item. For each supplier you can define, vendor's item number, cost and lead time
- **Substitute Parts** – Substitute part would give information on substitutes in case a part is out of stock
- **Check-In/Check-Out** – You may check-in or check-out inventory items including special tools directly from the inventory system. The issued items can be applied to an employee, an open work order, directly to an equipment or a department
- **History** – This button gives traceability information on each part
- **Drawings** – Attach a drawing to Parts

6. Purchase Order System

Purchase Order Main For:

PO Number	Vendor ID	Vendor Descriptions	PO Type
PO-1999-2	AB	American Bearings	PR
PO-1999-1	AB	American Bearings	PO
PO-2000-0000011	AB	American Bearings	PR
PO-2000-0000010	AB	American Bearings	PR
PO-2000-0000009	AB	American Bearings	PR
PO-2000-0000008	AB	American Bearings	PR
PO-2000-0000007			PR

Requester:
 Name: SKS
 PR-Ref No: RQ-1999-1
 Phone: () - Ext: 122
 Date: 12/12/1999 Time: 14:04

Vendor Info:
 Contact
 Address
 Phone
 Pay Terms
 Pay Net

Receiving Items:
 PO-No. PO-2000-0000011 Receiver No. . . .
 Part No. BRG-02 Bearing No. 2
 Qty Ordered: 6.00 Qty Already Received: 5
 Qty To Receive: 0 Receiving Cost: \$200.00
 Date Receive: 11/28/2000 Invoice No. . . .
 Notes/Comments: Some items received were not properly packed.

MoCA's Purchase Order System will generate automatic Purchase Requisition once the stock item has reached the re-order point. User can electronically create Purchase Orders through these requisitions.

The Receiving function will let you receive items partially. The Purchase Order cannot be closed unless all the items have been received.

Features

- **Auto Generate** – Once a stock item reaches a re-order point Purchase Orders are generated automatically
- **Add items to Open PO** – User may add new items to an open Purchase Order.
- **Update Price** – User has a choice to update new purchase price for the stock items
- **Local and Federal Tax**– Taxes are calculated automatically for all items. Non-taxable items will not be taxed. Shipping and handling is added to the final PO amount
- **Vendor Item No.** – Vendor's item number is printed automatically against each stock item directly on the Purchase Order
- **Partial Receive** – Partial shipment can be received. Purchase Order cannot be closed unless all items have been received
- **Receiver No.** – A receiver number is generated every time shipment is received
- **Vendor History** – Vendor's performance history can be generated at any time
- **Notes** – Additional notes can be added to a purchase order including HAZMAT requirements

7. Purchase Requisition System

The screenshot shows the 'PR_MAIN' window titled 'Purchase Requisition'. At the top right, there is a 'Category' dropdown menu set to 'Equipment'. Below this is a table with the following columns: Part Number, Part Description, Vendor ID, Vendor Description, and Generate. The table contains five rows of data:

Part Number	Part Description	Vendor ID	Vendor Description	Generate
OIL-01	Oil No. 1	AB	American Bearings	Yes
BRG-01	Bearing No. 1	AB	American Bearings	No
BRG-01	Bearing No. 1	AB	American Bearings	No
BRG-01	Bearing No. 1	AB	American Bearings	No
BRG-02	Bearing No. 2	AB	American Bearings	No

Below the table is a 'Requester:' section with several input fields: Name, Address, Phone (with area code and extension), Date (set to 11/22/2000), and Time (set to 18:02). To the right of these fields are buttons for 'Add', 'Modify', 'Save', 'Cancel', and 'Close'. At the bottom left, there is a 'Purchase Requisition No.' field. At the bottom center, there is a 'Generate PO' button with a note below it: 'To Generate PO First click on Modify Button.'

MoCA's Purchase Requisition System can be used to generate PO for non-stock items. Items can be part of the database or they can be entered on-the-fly. Once a requisition is logged, a PO can be generated electronically.

Features

- **Adhoc Parts** – Requisition can be created for items not in database
- **PR No.** – An automatic Purchase Requisition number is generated which is also transferred to the PO
- **Apply To** – This feature lets the user order items and apply directly to

- equipment, work order, employee or a department
- **Requestor's Information** – Requestor information such as name, phone, date and time of requisition generated is automatically transferred to the PO

8. Work Order System

WO Main

Service Category: Equipment | Equipment or Area: Equipment WOs | Preview WO | Print WO

WO No	Task ID	Task Description	Type
EQ-1999-0004	EMR	Emergency	ER
EQ-1999-0003	MOT-M	Monthly PM on Motor	PM
EQ-1999-0002	EMR	Emergency	ER
EQ-1999-0001	BPM	Monthly PM on Boiler	PM

Supervisor Name: Pick List

Requester Name: Bill | Rep. WO Ref. No: RP-1999-0002

Phone: () - | Ext.:

1. Prepare WO's

Prepare Work Orders

Equipment WOs Area WOs Show WO's First Auto Generate

Generate to Date: 06/25/1999 | Category: Equipment

Selection Criteria:

Facility ID: | Department ID:

Building ID: | Cost Center ID:

Area ID: | Craft ID:

Equipment ID: | Technician ID:

Task ID:

Process WOs | Close

Task Duration: Hours: 0 | Min: 0

Sched Start Date: 05/21/1999 | Sched Finish Date: 05/21/1999

Date Completed: 05/21/1999 | Time Completed: 00:00

Equipment | Procedure | To close a work order, please

MoCA's Work Order System generates PM work order when it becomes due. It will generate Repair Work Order on demand. The color scheme designates Red for Open Repair Orders, White for Open PM Orders and Grey for all closed work orders.

At closing of a work order you may input additional information on parts, labor, comments and vendor. When a work order is closed the next PM schedule date is created automatically.

Features

- **Auto WO No.** – Auto WO number is generated every time a work order is created
- **Multiple WO Numbers** – Using our Multiple Service Center option, each service center may have its own work numbering sequence
- **Parts Information**–Before closing a work order you may update parts, add parts and quantity used
- **Labor Information** – Before closing a work order you may add labor information
- **Vendor Information** – You may add vendor information anytime before closing
- **Comments** – Additional comments can be added to work orders at any stage
- **Edit Close WOs** – Users may edit a closed work order, if they have proper authority to do so.
- **Quick Close** –Quick Close feature lets user close multiple work orders at one time
- **WO History** – Once the work order is closed the equipment history is updated immediately and can be viewed with a click of a button
- **WO Drawings** – You may have drawing printed automatically with a work order

9. Work Request System

Preparing Repair WO Corrective GR Category: Equipment

Equipment ID	Description	Task ID	Task Description	Generate
4CPOM-02	Air Compressor No. 2	ER	Emergency	No
BOIL-01	Boiler No. 1	BOIL-M	Monthly PM on Boiler	No
BOIL-02		ER		No
BOIL-01	Boiler No. 1	BOIL-M	Monthly PM on Boiler	No

Requester:

Name: msk
 Phone: () - - Ext.
 Date: 12/21/2000 Time: 12:03
 Repair WO No: RP-2000-00000117

Comments:
 Pls look at the Pressure

Buttons: Add, Modify, Save, Cancel, Close

Generate WO To Generate Repair Work Order first click on Modify Button

MoCA's Work Request System logs repair order and request from the production floor. This screen can be provided to operators, supervisors and the production staff to log requests. Through the security feature the requesters can be restricted to just this screen in MoCA.

The request can be converted into work orders electronically and transferred to maintenance.

Features

- **Select Equipment** – Through a lookup table requester selects the equipment to be worked on
- **Requester's Log** – Requester enters name and phone. The request date and time is stamped automatically on the log
- **Brief Description** – A brief description of the problem is entered
- **Repair WO No.** – An automatic Repair WO number is generated for future cross-references. This number is transferred to the work order
- **Corrective WO** – You can use the WO Request to create corrective work orders information on each part
- **Work Status** – Requester can lookup work status on their requests

10. Labor Module

Facility ID ABC-01 ABC Main Head Office (Executive)

Employee ID	First Name	Last Name
JB	Jim	Brown
MS	Mike	Smith
MSK	Manny	Kevin

Total Records: 0

Contact

Contact Name: _____

Address: _____

City: _____ Prov/State: _____ Postal Code/Zip: _____

Phone: () - _____ Ext: _____ Fax: () - _____

SIN/SSN: _____

Hire Date: 08/01/1997

Craft ID: ELEC

Charge Rate: \$25.00

Hourly Rate: \$20.00

Shift: Day

Skill Level: High

AddImage DelImage

Add Modify Save Cancel Training Close

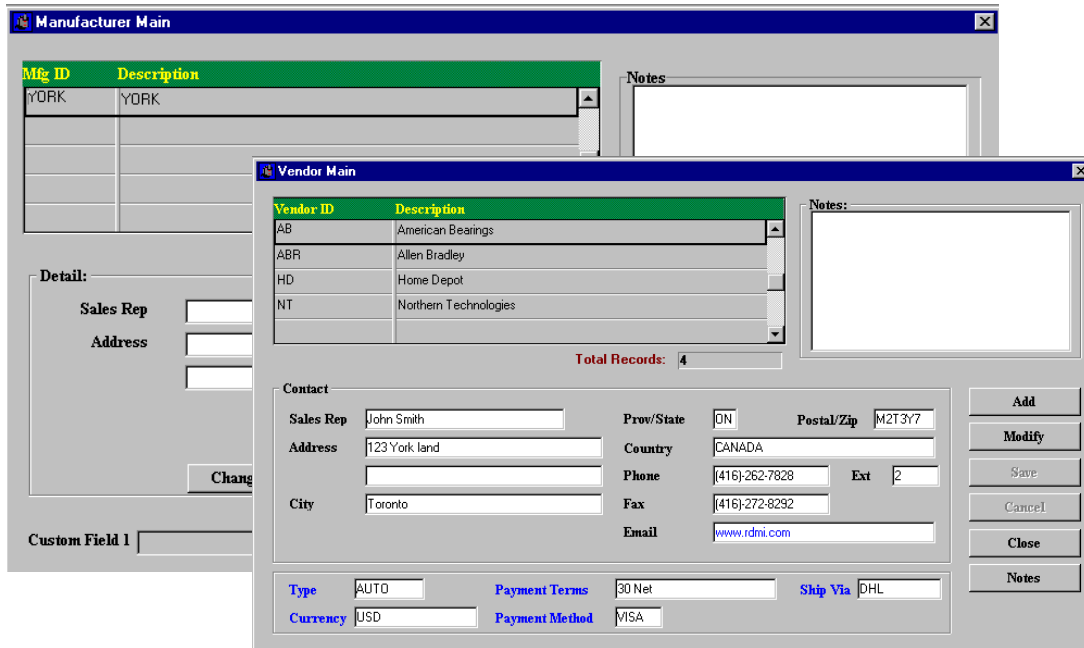
MoCA's Labor Module keeps information on your technicians and maintenance team members.

The Labor Training option keeps track of training courses on each technician with course name, date, hours and CEU earned.

Features

- **Technician Information** – Keeps ID number, last name and first name.
- **Other information** – For each technician you may define SIN/SSN, hire date, and Craft ID
- **Charge Rate** – Each technician may have a charge rate
- **Hourly Rate** – Each technician may have a separate hourly rate
- **Emergency Contact** – Define name of person to be contacted in case of emergency
- **Shifts** – Define shift for each technician
- **Skill Level** – For each technician you may define a skill level
- **Picture** – A BMP image of a picture can be attached to each technician's record
- **Training Information** – Training courses with course description, date, hours and CEU earned can be kept for each technician
- **Labor History** – For each technician you may get a history report by dates on hours worked
- **Labor Forecast** – You may forecast labor hours by technician weekly or monthly

11. Vendor and Manufacturer



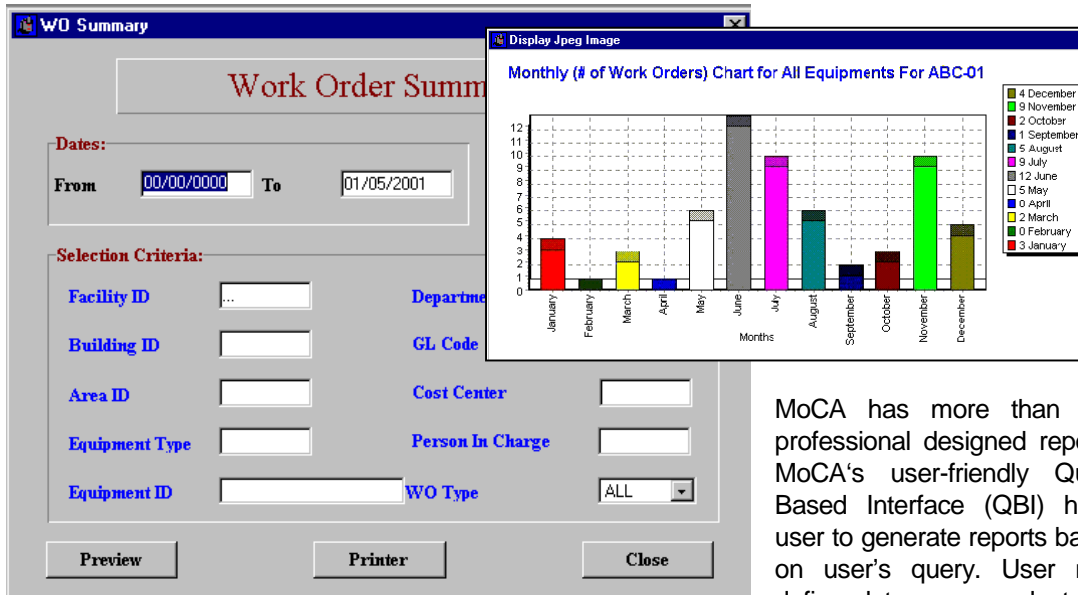
MoCA's Vendor and Manufacturer modules are in a separate database.

Vendor module will keep all outside vendors who are sub-contracted for maintenance work. The manufacturer database consists of original manufacturer of the equipment.

Features

- **Vendor Information** – Define vendor name address and contact information
- **OEM information** – Define OEM name address and contact information
- **Notes** – Keep notes on vendor and OEM contacts including any special instructions to be printed at the time of order
- **Vendor Terms** – Terms such as payment method, payment period and shipping information can be kept on each vendor
- **Custom Fields** – User defined custom fields can be used to keep extra information

12. Reports and Graphs



MoCA has more than 300 professional designed reports. MoCA's user-friendly Query Based Interface (QBI) helps user to generate reports based on user's query. User may define date range, select one

of the parameters such as area, equipment type, department, and cost center to generate a report.

The graphs are also generated using QBI. Both report information and graphs can be exported to another software for professional presentations.

Some Useful Reports

- **Equipment Summary** – Lists cost summary for each equipment with labor, material, vendor and total cost
- **Equipment WO by RFF** – Lists equipment summary cost report by Reason For Failure
- **Bill of Material** – Spare list of each piece of equipment
- **Equipment Detailed History** – Detailed history with labor, material, vendor and total cost
- **Parts Detail** – Detail on each part with stores, price, QOH, min/max and value
- **Inventory Status** – Inventory status and total valuation
- **Parts Where Used** – Where used report with equipment number
- **Needed Parts** – parts reached to re-order point with location, QOH, To Order and supplier
- **Employee Summary** – Each employee list of WOs, Reg hrs, OT and total charged
- **Vendor Summary** – Each vendor worked perform, equipment and cost
- **Forecast Downtime by Equipment** – Forecast equipment downtime with date and time
- **Part Replenishment** – Forecast parts required for future tasks by date and quantities and checks for shortages
- **Work Order Backlog** – List outstanding work orders with aging days
- **Work Order Forecast** – Production report to forecast upcoming PM schedule for equipment by week

13. Hardware Requirements – File Server

The hardware requirements listed here is for the File Server Option. For a client server solution, please call 1-877-586-7364 or e-mail to support@rdmi.com and contact our technical support representative.

MINIMUM HARDWARE REQUIREMENT FOR MoCA FOR WINDOWS FILE SERVER

Stand-alone Computers and Workstations

- * Processor - Pentium III or higher, 300MHz
- * RAM - 64 MB
- * Hard Disk - 1GIG or more with 11 milliseconds (ms) or faster access time
- * Floppy Disk Drive - 1.44 MB 3.5" High Density
- * Monitor - SVGA color
- * Graphics Adapter with atleast 1 MB RAM
- * Parallel Port for Printer Output
- * Printer - HP Laserjet 4
- * CD-ROM Drive - Recommended
- * Mouse - Required
- * Operating Systems Win 95/98/NT/2000

Network File Server

- * Processor - Pentium III or higher, 500Mhz
- * RAM - 132 MB (Minimum 64 MB)
- * Hard Disk - 1GIG with 11 ms or faster access
- * Operating Systems Win 95/98/NT/2000 or Novell

Supported Network Types

- * Novell NetWare 4.0 or higher
- * Windows NT 4.0 or higher

Network Protocol

- * TCP/IP

Disk Space

- MoCA for Windows requires a minimum of 100 MB free hard disk space for installation.

14. MoCA User



January 25, 2001

Attention RDMI,

Ever since our purchase of your software Moca Soli for window 95, we have had nothing but great results. The Preventative Maintenance software package is easy and logical to navigate through. While we are currently in the process of adding the rest of our departments to the software, the last six months have shown a 26% decrease in downtime minutes in our department alone.

The Technical Support Department is outstanding to say the least. They are always friendly, knowledgeable, and very helpful with any problems that may arise. Tech. Support is always available and prompt when responding to our needs.

Sincerely,

Bryce Baker—Manufacturing Engineer

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