

How to Load Fritz CMMS

This document contains a description of how to get Fritz running on your computer network. As you read through and complete each section, tick off each section so that everything is completed in the correct order.

Creating Folders and Downloading Files

To use Fritz you will need to create a directory / folder either on a shared network drive or your local C drive. In this document we will suggest folder names. Those names however, can be customised to whatever you like.

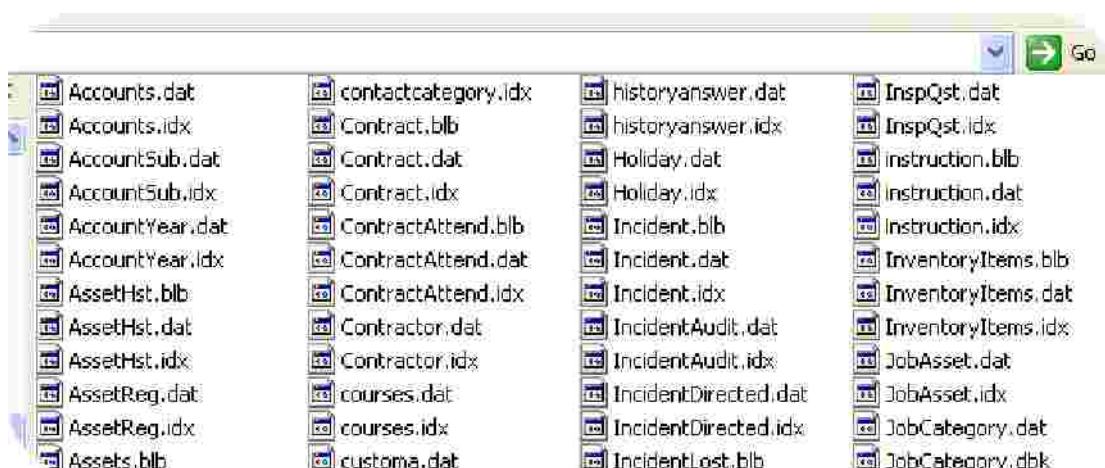
1. The main folder you will need to create is called "Fritz". Once you have created the Fritz folder, create a sub-folder from the "Fritz" folder called "Data".
2. Create another sub-folder under "Fritz" called "System"
3. Now create yet another sub-folder under Fritz and call it Utilities.

Your folder structure should now look something like this...

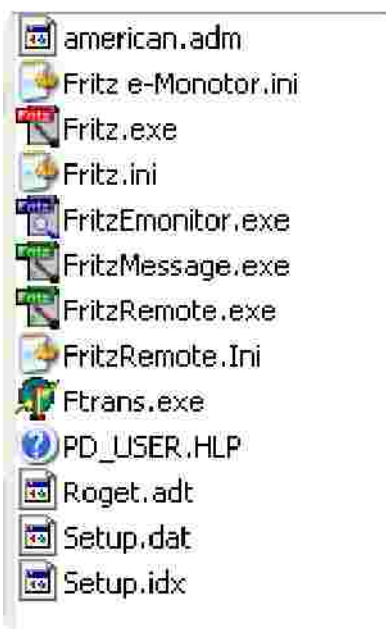


4. Download the demonstration data from our download page and place it in the "Data" folder. If we have sent you a customised database, instead of using the demonstration database, place the customised database in the "Data" folder.

Once you have placed the data files in the correct folder, some of the files will look like this...



- Download the "Fritz.exe" program from our web page. During the download procedure for Fritz, you will be asked to enter your registration details. You will also be asked to accept the terms of our licence agreement. Once you have completed that step you will be emailed a web address and password that enables you to complete this download process. After you have downloaded the Fritz.exe program for the first time, you can choose to download other needed files for a first time installation. Place the Fritz.exe program in the "System" folder.
- If you have just downloaded Fritz.exe you can now download the other needed files into the "System" folder. These files are contained in the "System.zip" file. You will need to "Unzip" these files and place them in the "System" folder, along with the Fritz.exe file. These extra files provide the functionality such as the spell checker, works order printing, and help files.

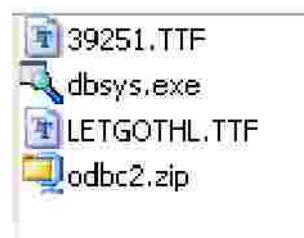


Your "System" folder should now look something like the adjacent diagram.

Don't worry if you can't see all the files that are displayed in this diagram, as some files are created automatically when you start using the Fritz programs.

During this process you can also download the FritzRemote.exe file. This program enables other users connected to your network to enter a works request. It provides a customisable set of screens that make the process of requesting new work easy.

- The next step involves downloading the Utility programs. This step can be performed from our download page. When you have completed this step and copied the files into the "Utility" folder, that folder will look something like this...



Creating Program Shortcuts

When you have completed the section above, you will need to create shortcuts to your newly installed programs. **Note: The only process needed to have Fritz running on a workstation is to create a shortcut to the required program. Once the files are on the Server, no other installation is necessary.**

- From Windows Explorer, click on the "Fritz | System" folder and locate the Fritz.exe file. Right click on the file and select "Send To | Desktop (Create Shortcut).
- You could also carry out the above point for the FritzRemote.exe file and any other program file that you may have downloaded.

Starting Fritz (the core application)

When you have completed the section above, starting Fritz for the first time requires a couple of extra steps.

1. When you click on the Fritz shortcut icon the program will open and display a blue pane on the left hand side of the screen which contains a drop-down selection menu on it headed "Show Database Options Menu". Click on the down arrow next to that text and select the option "Add another database".
2. You will now be prompted to add database details. The first option "Database Name:" should be something that describes your Company. For example "Demonstration Company Services" or "DCS Database".
3. The "Database Location" field needs to be pointing to the x:\Fritz\Data directory. If you click on the "Open Folder" icon at the end of the field a window will open as you select / search for the data directory.
4. The "Position" field should be '1'. Once this has all been entered – press the "Save" button. A new entry will be added to the Fritz program.
5. At this point exit Fritz. This will save the setting you have just entered. Now you can reopen Fritz and the option to select your database should always be available.
6. When the program is open you need to click on the option that you have just entered – which will open the Fritz Log-in screen. The User Name and password are both set to "Demo" unless you have been given a customised database. If you do have a custom database, you will have received an email that provides you with your login name and password. You can change them to anything you like once you have entered in to the system. We suggest that you create a master login name that isn't used very often. This is so that you don't accidentally lock yourself out of the database.
7. Once you are in the database and have had a bit of a look around, have a look at the on-line web training page. It will give you a few pointers on how to get the most out of the program. There are many features that are a bit obscure when you first look at the program, but are easy to use once you have seen some of the functions in action.
(Please note that this function is not yet available, but will be in the next couple of weeks)

If you get stuck with any of the setup process please send us a email to

FritzSupport@fritz.com.au

Attentively you can give us a call on one of the following numbers.

Within Australia: 0409 554 490

or

Internationally: +61 409 554 490