



# **User Guide**

## **Operations & Maintenance Manuals**

# 1. Introduction

---

## **What is WebFM's OMTrak**

The operations and Maintenance Manuals contained on this CD were created using WebFM's OMTrak. OMTrak is an innovative system that allows builders and contractors to create their OM Manuals on-line. The Electronic OM Manuals data can then be transferred to an owner's asset management system or used as a hosted database for easy access and storage. The system saves time and costs and produces major benefits for long term asset management.

# 2. Contents

---

The CD contains the following Items:-

**O&M Manuals in PDF format** - can be opened on your computer by clicking on the PDF button. The PDF allows facility and asset managers to retrieve OM data as needed including re-printing pages and word search function. Adobe Acrobat Reader version 6 or later is required to open the PDF. Refer to "O&M Manuals PDF version" section of this guide for more information.

**O&M Data in an Access Database** - The operations and maintenance data contained in this database can utilised for upload into client asset management systems. Contact Your IT department if you wish to do so.

**Project Files** – various documents attached to the manuals. Documents may include warranties, certificates, commissioning information, as-built drawings, manufactures operating guides and catalogues. These documents will vary in file type and may require extra software to be installed before they can be opened.

**O&M Asset Data in an Excel Spreadsheet** - Requires MS Excel to be installed on your computer before use.

### 3. Manual Structure

---

The information within the manuals has been collected using WebFM's OMTrak. OMTrak is an online system that allows contractors to create operations and maintenance manuals using a set of forms. Manuals created using OMTrak contain the following 8 sections:-

- **Introduction and scope** - used to explain the scope of the works covered by the manual or the component of the work
- **Assets** - used to record information describing items of equipment, assets, or elements of the work (make, model serial number etc)
- **Maintenance** - used to record the maintenance tasks that are required to be performed on items of equipment at regular in accordance with the Australian Standards and/or manufacturers recommendations
- **Operations** - used to record relevant information on the Operations of the assets; for example how to operate the automated watering system. It may also include trouble shooting data to assist in solving simple problems to prevent expensive call outs, and basic system configuration and operations
- **Warranties, Certificates & Commissioning information** - used to record specific warranty, certificate reference information and commissioning information
- **Spare Parts** - used to record relevant information on the spare parts data for the assets provided as part of the contract. Focusing on key spare parts that would allow the new owner to maintain and operate the facility with minimum "down time".
- **Help and Contact** - used to record information to allow the new owner to call for expert assistance in relation to the operations or maintenance of the assets included in the project
- **Drawings and Reference** - includes as built drawings and any other reference information such as equipment brochures

Only the sections where the contractors have loaded information will be shown in the PDF.

## **4. O&M Manuals PDF Version**

---

### **4.1. Installation**

Place the DVD in the DVD drive of your computer and the DVD will load automatically.  
(note: if the DVD does not load automatically, double click on "autorun.exe" from the DVD)

#### **SAVING A COPY OF THE MANUALS TO YOUR COMPUTER**

Please note, the manuals can be opened and used directly from the DVD, however if you would like to save a copy to your computer, please do the following:-

Open the DVD and copy folder named "Manuals" to your computer. The folder contains a PDF of the O&M Manuals with active links to documents stored in the folder named "ProjectFiles". Both the PDF and the folder named "ProjectFiles" must be copied to your computer for the active links to work.

### **4.2. Using the PDF**

The first page of the PDF is a title page displaying the name of the project, builder, included manuals and the date the manuals were compiled.

The manual names are listed in the book marks on the left side of the PDF for quick and easy access. The book marked manuals can be expanded to show related section by clicking on the plus sign next to the manual names. After the manuals have been expanded, sections within the manuals can be accessed by clicking on the section link.

### **4.3. Searching the PDF**

A keyword search can be conducted by clicking on the search button located on the top tool bar of the PDF. The function will return jump links to points within the PDF matching the word search.

### **4.4. Network Installation**

If you wish to install the CD on a network for multiple user access we recommend you consult your IT Department before proceeding to obtain correct up load procedures to suit your organisation.

### **4.5. Troubleshooting**

If you experience problems loading your CD or using the PDF check the following:

- Check to ensure you have Windows XP or higher and your PC is able to run the system
- Check your Windows operating system has the latest service packs installed
- Upgrade to the latest version of Adobe Reader available free from [www.adobe.com](http://www.adobe.com)
- If having difficulties accessing attached files via the PDF,
  - Close all other opened web browsers which may conflict with the PDF's use of internet explorer to retrieve external files
  - If the problem persists, check with your IT department to ensure they have not altered the standard internet explorer browser security settings which may prevent the PDF from accessing external files

## **5. Other WebFM Products or Services**

---

WebFM Pty Ltd provides a range of products and consulting services to the construction and asset management sectors.

For more information please contact us

[www.webfm.net](http://www.webfm.net) or [www.omtrak.com](http://www.omtrak.com)