COGZ CMMS

COGZWeb Operating Manual Supplement

COGZ and COGZ EZ Maintenance Management System

COGZ Systems, LLC



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Technical support is available Monday through Friday by calling (203) 263-7882, 9:00 a.m. to 5:00 p.m. ET.

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Getting Started with COGZWeb

Logging onto COGZWeb Cloud Servers

- a. Open your Web Browser
- b. Insert the following into the top line, or click on the link to go to https://www.cogz.com and select Login.
- c. Enter your Company's COGZWeb Browser User name (Note: The Browser Username and Password is the same for all COGZWeb users of your COGZ CMMS System.)



d. Enter your Company's COGZWeb Browser Password.

* HINT - Set your Browser to Remember the Password and you can set up a one-click link or desktop shortcut for easy COGZWeb access. (Some organizations may require permission/assistance from their IT Administrator) *

- e. When COGZ Logon appears Enter your COGZ Username (Note: Users with COGZ Administrators rights can add or change COGZ Usernames and Passwords.) If you have purchased optional work order request users for your system, they must be set up under System Security with "–WR" added to the end of the last name as shown on our tips page. (Example: Jones-WR)
- f. Enter your COGZ Password

0	Logon	×
	e: dt	
		Cancel

Closing COGZ when using COGZWeb

Close COGZ using File=>Exit or the "X" in the upper right corner.

Note - DO NOT Close the web browser with COGZ Open. This will result in the user license being unavailable for about 20 minutes after the improper close.

File Edit Setup Work Equipment Inventory Purchase Report Window Help Print Setup ment Inventory Inventory PD's Vendor Inventory Inventory Reset Windows Quick Tips Backup Database Files Restore Database Files System Maintenance Import Data Exit	COGZ EZ	Z Maintenance Management System	
Restore Database Files System Security System Maintenance Import Data Export Data Exit	File Edit Setup Work Eq Print Setup Reset Windows Quick Tips Backup Database Files	auipment Inventory Purchase Report Windov	v Help tes
Export Data	Restore Database Files System Security System Maintenance Import Data		1
	Export Data		

Printing from COGZWeb

a. Using File=> Select Printer, Select Universal Printer (Redirected XX) as your initial printer. You will be able to select your local printer(s) later in the process.

Name:	Universal Printer (redirected 10)	Properties
Status:	Ready	
Type:	MS Publisher Imagesetter	
Where:	TS003	
Comment	• •	-
Paper		Drientation
Size:	Letter	Portrait
2		A
Source:	<u></u>	Landscape

- b. When Printing, Select Print instead of Preview for the best Print experience.
- c. A new window will appear; Select your local printer as you normally would, then Print.
- d. Note that Larger Printouts may take a few minutes to begin while your browser downloads the file.

Backing Up from COGZWeb:

Backing up to the COGZWeb server allows rapid data restoration in case of operational problems. Backing up to your local computer or server protects your data offline. Data protection is your responsibility. Thus, the following backup procedure is recommended:

- a. Backup to COGZWeb server: (Recommended Daily)
 - i. Click Backup Database Files
 - ii. Click Start to backup COGZ on the COGZWeb server
- b. Backup to your Local Computer: (Recommended Weekly)
 - i. Click Backup Database Files
 - ii. Select Webfile as Backup File Destination. This is a tempory folder which automatically downloads to your Browser. See image below. (You may need to type "X:\" in the address bar to see this folder list.)
 - iii. Click Save.

0		backup Database	ernes			
3	Select the Source and You can back u	Destination Files Using p to any device access) the Open File Buttons below. sible from your computer.			
Backup	Options			_		
Directory	of Files To Be Backe	d Up (® Data (".t	ps) C All (*.*) Except .zip			
y:\						
Backup	File Destination	204 710				
11.000	2 DEC 27,2016 12 55	rmzir				
6			New Arch			_
				1	211 THE 2410	
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	 Pictures Videos Videos WebFile on .Z File name: Save as type: 	D64I V < COGZ DEC 27,2016 Zip files	III 12 53PM			



b. Click OK when Backup is Finished.



- c. The backup file will download to your web browser. Save this file to a COGZ Backup Folder on your local PC or Server. Suggest a new folder called "COGZWeb Backups".
- d. File automatically deletes from the Webfile location when your session ends.

Note – this file will NOT run on your local drive.

Copying and Pasting Text from your Local Computer to COGZWeb:

Generally, because of browser limitations, using a mouse to cut and paste text or images from your computer to COGZWeb will not work.

You can however, cut and paste using your keyboard. Select Ctrl+C to copy, then Ctrl+V to paste.

Exporting from COGZ Lists to your local Computer:

(Your screens might vary slightly, depending on the Web Browser in use.)

0 Find	Filter Off Query	Reset Me	Add							
>WO No' Equipment No*	Work Order Description*		Add		Туре	Request*	Status*	Shift*	Priority*	Supervisor
179 MIXER 01	CLEAN MIXER AFTER USE - FRIDAY'S	WO	Edit		PM					
178 MIXER 01	CLEAN MIXER AFTER USE - WEDNESD	DAY'S WO	Delete		PM					
177 MIXER 01	CLEAN MIXER AFTER USE - MONDAY	"S WO			PM					
176 ROUTINE	DAILY ROUTINES USING A LIBRARY N	IOTE	Adjust All Wid	iths	PM			1		
175 ROUTINE	WEEKLY ROUTINES USING A LIBRARY	NOTE	Carter		PM			1		
174 EQUIPMENT 02	CHANGE OIL-INSPECT DRAIN OIL FO	R WATER OR META	Soft on		PM			1		
173 EQUIPMENT 02	MOTOR BRUSH CHECK OR REPLACE	IF NEEDED.	Xplore	•	PM			1		
172 EQUIPMENT 02	INSPECT ELECTRICAL SYSTEM FOR DA	AMAGE. LOOK FOR	Descettion		PM			1		
171 EQUIPMENT 01	CHANGE OIL-INSPECT DRAIN OIL FO	R WATER OR META	Properties		PM			1		
170 EQUIPMENT 01	MOTOR BRUSH CHECK OR REPLACE	IF NEEDED.	Hide Column		PM			1		
169 EQUIPMENT 01	INSPECT ELECTRICAL SYSTEM FOR DA	AMAGE. LOOK FOR	Default		PM			1		
168 JAN02	CHECK ALL SUPPLIES, REORDER IF NE	EEDED	Default		PM					
167 JAN01	SWEEP FLOORS		Output	•	Gra	oh on				
166 MACHINE 02	BLOW OUT MOTORS AND FAN AREA	S. IF NECESSARY RL.	ione meen							
165 MACHINE 02	INSPECT ELECTRICAL SYSTEM FOR D	AMAGE. LOOK FOR B	AD MECH	2/10/2023	Prin	t All				
164 MACHINE 01	FILL OIL LINE LUBRICATORS AND DRA	AIN MOISTURE TRAPS	MECH	2/10/2023	Data	. D				
163 MACHINE 01	CHECK CONDITION OF ROLLERS, AN	D GUIDE ROLLER, REF	PL MECH	2/10/2023	Prin	tPage				
162 MACHINE 01	AIR FILTER CLEAN OR REPLACE, CHE	CK BY HOLDING UP A	A MECH	2/10/2023	E					
161 MACHINE 01	TRACK CONVEYOR BELTS. MAKE SUR	E BELT LACING IS IN	MECH	2/10/2023	Exp	DIL LO ENCEL (APOILCSV)			
160 BUILDING 02 RM 305	CHECK THERMOSTATS, WINDOWS FO	OR LEAKS AND EMER	GENCYEL	2/10/2023	Exp	ort to BROWS	ER (XPort.H	HTM)	- H	
159 BUILDING 02 RM 305	CHECK EMERGENCY LIGHTS		MECH	2/10/2023						
158 BUILDING 01	CHECK THERMOSTATS, WINDOWS FO	OR LEAKS AND EMER	GENCYEL	2/10/2023	Que	ry				
157 BUILDING 01	CHECK BACKUP GENERATOR		MECH	2/10/2023	Dee				-	
14 44 4 ? > >> >> >> >> >> >> >> >> >> >> >> >>					Kesi	et.				

a. From any COGZ List, click Menu and select Output=>Export to Excel

b. The XPORT file will download to your web browser. Save or Open this file, and, if Excel is installed on your computer, it should open on your desktop. Be sure to change the name of the file if you want to keep it as the next export will have the same file name.

Tasks	Eart	15
>Task# Description	EST IC NGREDIENT HOSE ITHAT BLINS FROM SCALE TO INCOMING INGREDIENT L 0.50	Drawing/Document File
Browsing Records	130 Records	Friday, April 26, 2019 3:13 PM
		🗘 COGZ EZ Mai
XportCopy (2).csv		Show all X

Copying Files to COGZWeb from your local computer:

a. While in COGZ, press Shift plus F12 Keys to open File Transfer Form. (Some keyboards may require additonal key strokes.)



b. Next, open the file Explorer on your Computer. Then simply drag the desired file onto the File Transfer Form. This will put a copy of the file into your COGZ directory on our COGZWeb server. Note that if downloading more than one file, a folder with multiple files and sub-folders can be dragged into the file transfer box instead of dragging each file separately.

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File Home Share View					~ 🕐				
← → ~ ↑ 📑 > This PC > Documents > Mainenance Files			ٽ ~	Search Mainenance Files	Q	File Transfer			>
This PC	^	Name	^	Date modified	Type		Click or drop files to upload		
Desktop		💼 Sample Manual N	Machine 01.doc	08/01/2017 2:03 PM	Microsoft	File Name	Mark	Size	Action
E Documents		Sample Manual N	Machine 02.doc	08/01/2017 2:03 PM	Microsoft	Sample Manual Machine 02.doc		26.00KB	Х
Custom Office Templates									
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Fax						-			
Mainenance Flles									
Mikogo									
🔄 My Data Sources									
My Filehippo Downloads									
My Meetings									
My Shapes									
My Web Sites									
Outlook Files									
Scanned Documents									
SetupBuilder Projects									
Toolbars									
• • • • •								COURT	EZ Mal

- c. Your COGZWeb directory is the X: drive. If not shown, type in X:\
- d. Next, move the new file to the COGZ Docs folder (You can create the COGZ Docs folder under X: if not already there.) For Enterprise Systems, first select the appropriate Folder/Sub Directory for Property in use. Use the Organize feature at the top of the form to copy/cut/paste as required.

Ø	Choose	e a File			X
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📕 ASpell	6/11/2018 9:31 PM	File folder			
BACKUP	6/11/2018 9:31 PM	File folder			
soller(1)	7/25/2018 3:13 PM	Bitmap image	151 KB	=	
🔝 pmgen	6/24/2005 4:55 PM	GIF image	15 KB		
🔝 woprint	6/24/2005 4:02 PM	GIF image	34 KB		
🔝 woform	6/24/2005 3:59 PM	GIF image	24 KB	Selev	t a file
🔝 woadd	6/24/2005 3:56 PM	GIF image	32 KB	to pi	review.
🔝 pmclose	6/24/2005 3:53 PM	GIF image	25 KB		
🔝 pmwolist	6/24/2005 3:48 PM	GIF image	35 KB		
🔝 pmtask	6/24/2005 3:04 PM	GIF image	23 KB		
🔝 pmintro	6/24/2005 2:59 PM	GIF image	33 KB		
🔝 lprop	6/24/2005 2:52 PM	GIF image	24 KB		
🔝 Ixplore	6/24/2005 2:29 PM	GIF image	29 KB		
🔝 lfilter2	6/24/2005 2:24 PM	GIF image	22 KB	~	
<	III		>		
File	name:	↓ Gr	aphic - bmp pcx w	mf gif jpg	~
			Open	Cancel	

- e. Once copied to COGZWeb, you can attach a file to a COGZ entry. Click on the Add button on a Drawing/Document Form, then the Browse button to locate the files. Make sure you are in the X: Folder. Note that .pdf file format is the supported file type on COGZWeb. Other file types work when printed from your local computer, but may not display or view directly.
- f. If moving to COGZWeb from an existing On-Premises system, you can use our Update Document Path utility, found under File=>System Maintenance to easily update all your file locations within COGZ.

Opening Web Pages in your local Web Browser

- a. Using Chrome Browser
 - i. Chrome may block the Popup. Click OK.



ii. A Pop-ups Blocked Icon will appear in the top bar in Chrome (1). Click on the Icon, then click Always allow pop-ups from <u>www.cogzweb.com</u> (2). Then click Done.

1	☆	â	G	0
Pop-ups blocked	×	-	م	x
 http://www.cogz.com/kb/kbtipsmap.htm http://www.cogz.com/kb/kbtipsmap.htm http://www.cogz.com/kb/kbtipsmap.htm http://www.cogz.com/kb/kbtipsmap.htm 	^		e	
Always allow pop-ups from https:// www.cogzweb.com Continue blocking pop-ups	Ť			
Manage				

b. Using Firefox Browser

i. Firefox will block the popup. Click OK.



ii. You will then get the opportunity to Allow Popups from COGZWeb.

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Firefox prevented this site from ope	ning a pop-up window.		<u>Options</u> ×
0	COGZ EZ Maintenance Management System		Allow gop-ups formedddddae
File Edit Setup Work Equipment	Inventory Purchase Report Window Help		Edit Pop-up Blocker Options
😸 Clear 📢 WB's 🗞 Equipment	🔗 Inventory 🛛 📆 PD's 🙀 Vendar 🐝 Notes 🦪 Requests		Don't show this message when pop-ups are blocked
			Show "http://www.cogz.com/webhelp/"
			R

HT330 and HT630 Mobile Bar Code Reader Initial Desktop Setup



HT630

Initial Setup (One-time setup procedure, per user workstation)

- i. Download and Run the following file:
 - 1. For HT630: <u>https://www.cogz.com/download/cogzwebbc.exe</u>
 - 2. For HT330: <u>https://www.cogz.com/download/cogzwebbcht330.exe</u>
- ii. For HT630 ONLY, proceed as follows: (If HT330, your initial setup is complete.)
- iii. Plug in the USB cable into your Mobile Bar Code Reader and your computer. If "Driver not found", ask your IT department to resolve this issue.
- iv. Using Device Manager, determine what Communications (COM) port number shows "USB to Serial Port". This is the Mobile Reader COM port. (COM 5, in the example below.)



- v. If not COM1 (Com port 1), Edit the following files, using Notepad, in the COGZWebBC folder on your desktop.
 - 1. Physical Inv Download.bat
 - 2. Transactions Download.bat

I I I I I I I I I I I I I I I I I I I	bBC View	0		- 0	×
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← → ~ ↑ □ → cc	OGZWebBC		v ♂ Search	COGZWebBC	م
🗑 Documents 🖈 ^	Name	Date modified	Туре	Size	
Quick Links 🖈	iccomn.dll	9/20/2011 10:18 AM	Application extens	29 KB	
Fictures 🖈	Clmfcx.dll	9/20/2011 10:18 AM	Application extens	338 KB	
520300	a cogzwbc.ico	6/8/2005 2:17 PM	lcon	40 KB	
Operations	ez/obConv.dll	10/26/2000 7:44 PM	Application extens	29 KB	
Quotes	JGPComn.dll	9/20/2011 10:18 AM	Application extens	118 KB	
Caund Chante	PHRPHYIN.TXT	6/13/2018 3:24 PM	Text Document	1 KB	
spread sneets	Physical Inv Download.bat	6/13/2018 12:41 PM	Windows Batch File	1 KB	
Desktop	PtCmu.dll	9/20/2011 10:18 AM	1 Application extens	121 KB	
ConeDrive	🖹 PTComm Manual.pdf	7/2/2001 12:03 PM	PDF File	204 KB	
2 COGZ	PtComm.exe	9/20/2011 11:14 AM	1 Application	225 KB	
This PC	PTComm.txt	3/29/2018 3:48 PM	Text Document	1 KB	
2D Objects	RPCRT4.dll	4/14/2008 5:00 AM	Application extens	571 KB	
a boobjects	SINVENT.TXT	6/13/2018 3:28 PM	Text Document	1 KB	
Desktop	Transactions Downloadbat	6/13/2018 12:41 PM	Windows Batch File	1 KB	
Documents	USBNotify.exe	9/20/2011 10:18 AM	Application	17 KB	
Downloads					

vi. Right Click on the file name, click Edit; Change the Comport: 1 entry to the correct port number. After editing, Save each file.



i. Right Click on the file name, click Edit; Change the Comport:1 entry to the correct port number. After editing, Save each file.

Mobile Bar Code Reader File Download Procedure

Note – With the Portable Bar Code Scanner, scan your Physical Inventory or Inventory Transactions per the instructions in the COGZ Manual under Physical Inventory Bar Code Scanning or Adjust Inventory Bar Code Scanning.

- a. Download files using the following procedure: (If First Time see appropriate **Mobile Bar Code Reader Initial Setup** *for your scanner model*, above).
 - i. Within COGZ, go to the Inventory Menu and select Adjust Inventory (or Physical Inventory), then Portable Bar Code, as appropriate. This will bring up the following menu:

٢	Physical Inventory Bar Code Menu
	Step 1 - Download Scanner Data .
	Step 2 - Import Data for Review .
	Step 3 - Review and Process Imported Data
	Cl <u>o</u> se

- ii. Click on Step 1. You will receive a message stating that "Prior transactions will no longer be available. Do you want to continue?" Click Yes.
- iii. You will then receive instructions to Complete the Mobile Reader Download Procedure. Continue as shown below.
- iv. Switch to the Desktop on your local computer to Download Scanner Data.
 - A. Connect your mobile bar code scanner to your computer using the appropriate cable.
 - B. On your computer Desktop, Click on COGZ Physical Inventory Download or COGZ Inventory Transactions Download Shortcut Icon, as appropriate.



C. Agree to replace the previous file (if asked)

- v. Double Click on the appropriate Folder on your desktop:
 - 1. HT330: COGZWebBCHT330
 - 2. HT630: COGZWebBC
- vi. . This will bring up the following:

Name	Date modified	Туре	Size
SINVENT.TXT	06/11/2018 4:27 PM	Text Document	1 KB
PHRPHYIN.TXT	06/11/2018 4:19 PM	Text Document	1 KB
Transactions Download.bat	06/11/2018 4:19 PM	Windows Batch File	1 KB
Physical Inv Download.bat	06/11/2018 4:18 PM	Windows Batch File	1 KB
Physical Inventory COGZ Step 1.bat	04/19/2018 1:26 PM	Windows Batch File	1 KB
Transactions COGZ Step 1.bat	04/19/2018 1:26 PM	Windows Batch File	1 KB
Transactions Downloadbat	04/11/2018 5:05 PM	Windows Batch File	1 KB
PTComm.txt	03/29/2018 3:48 PM	Text Document	1 KB
🛃 PtComm.exe	09/20/2011 11:14	Application	225 KB
PtCmu.dll	09/20/2011 10:18	Application extens	121 KB
USBNotify.exe	09/20/2011 10:18	Application	17 KB
JGPComn.dll	09/20/2011 10:18	Application extens	118 KB
Clmfcx.dll	09/20/2011 10:18	Application extens	338 KB
🚳 clcomn.dll	09/20/2011 10:18	Application extens	29 KB
RPCRT4.dll	04/14/2008 5:00 AM	Application extens	571 KB
瑜 cogzwbc.ico	06/08/2005 2:17 PM	lcon	40 KB
🔁 PTComm Manual.pdf	07/02/2001 12:03	Adobe Acrobat D	204 KB
ezJobConv.dll	10/26/2000 7:44 PM	Application extens	29 KB

vii. Go back to COGZ on COGZWeb, and press the Shift plus the F12 Key to open File Transfer Form.



viii. Drag the appropriate file from the COGZWebBC folder on your desktop into the File Transfer Box on COGZWeb. This will copy the required inventory file.

SINVENT.TXT for Transaction File

PHRPHYIN.TXT for Physical Inventory

ix. Close the file transfer box and continue with Step 2, and then step 3, in the appropriate COGZWeb Inventory Portable Bar Code Menu.

0	Physical Inventory Bar Code Menu 🛛 🗙
	Step 1 - Download Scanner Data
	Step 2 - Import Data for Review .
	Step 3 - Review and Process Imported Data .
	-
	Close

Detailed instructions can be found in the COGZ Manual. You can find the COGZ Manual under Help=>Resources on the COGZ Menu Bar.

COGZWeb Enterprise Version

The Enterprise Version of COGZ is available on COGZWeb. The Enterprise Version allows multiple Properties/Data Bases to be added to a single Enterprise system, if desired.

The Default Property is for ADMINISTRATIVE use only. Users will not need to access the ADMIN ONLY property, but may find themselves there on occasion. It will be easily recognized as most of the menu options are unavailable.

To return to the desired property, go to File=>Select Property and SELECT the desired location.

Ø	Property List X
Property	File Path
ADMIN ONLY	COGZ DEFAULT PROGRAM PATH
LOCATION 2	X:\Location 2\
LOCATION 3	X:\Location 3\
LOCATION 4	X:\Location 4\
Select Ad	d <u>E</u> dit <u>D</u> elete Cl <u>o</u> se <u>H</u> elp

Once selected, the user will need to re-enter their User Name and Password.