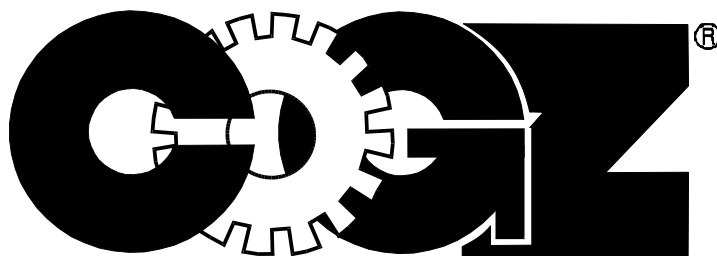


COGZWeb Operating Manual Supplement

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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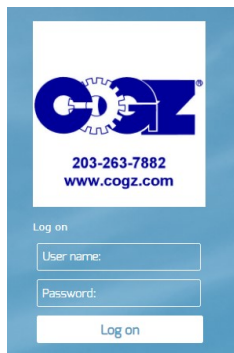
This COGZWeb Operating manual is a supplement to the COGZ Manual and details those areas that are specific to COGZWeb.

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Getting Started with COGZWeb

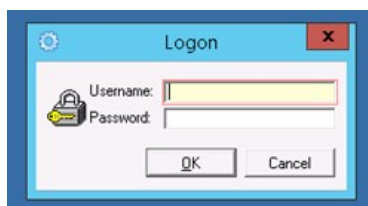
Logging onto COGZWeb Cloud Servers

- 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.

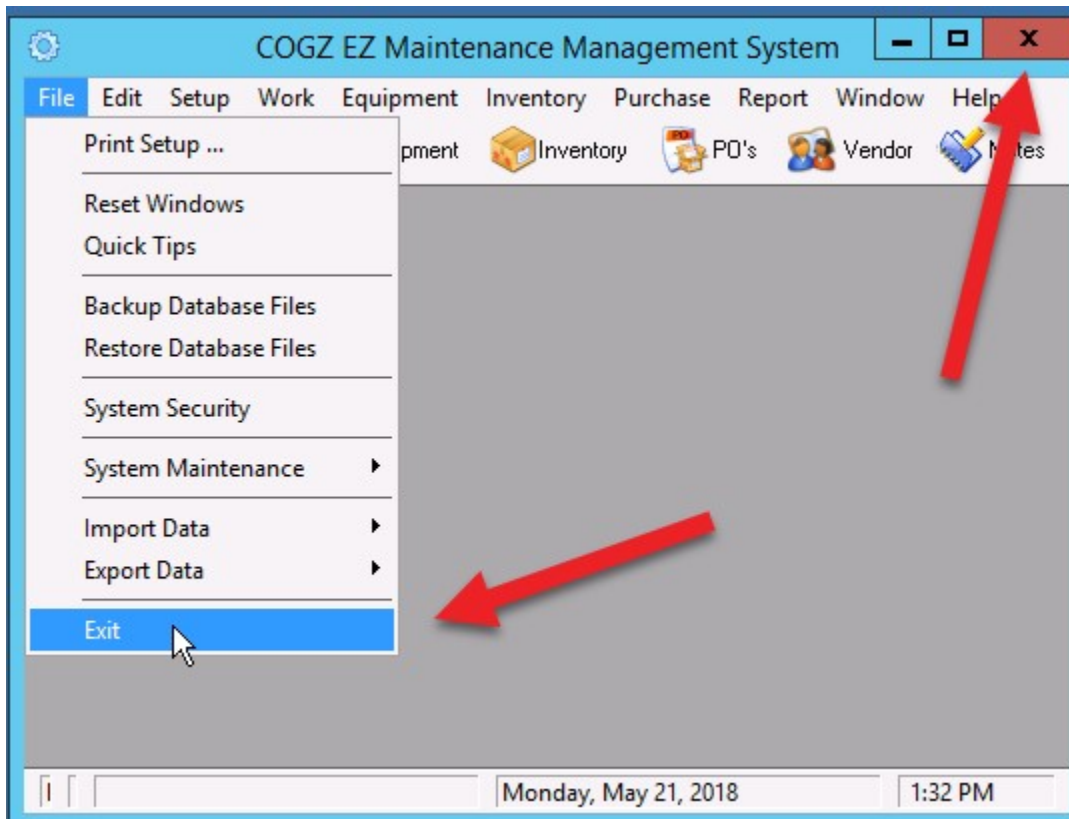
* HINT - Set your Browser to Remember the Password and you can set up a one-click link or desktop shortcut for easy COGZWeb access. (Some organizations may require permission/assistance from their IT Administrator) *
- e. When COGZ Logon appears Enter your COGZ Username (Note: Users with COGZ Administrators 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



Closing COGZ when using COGZWeb

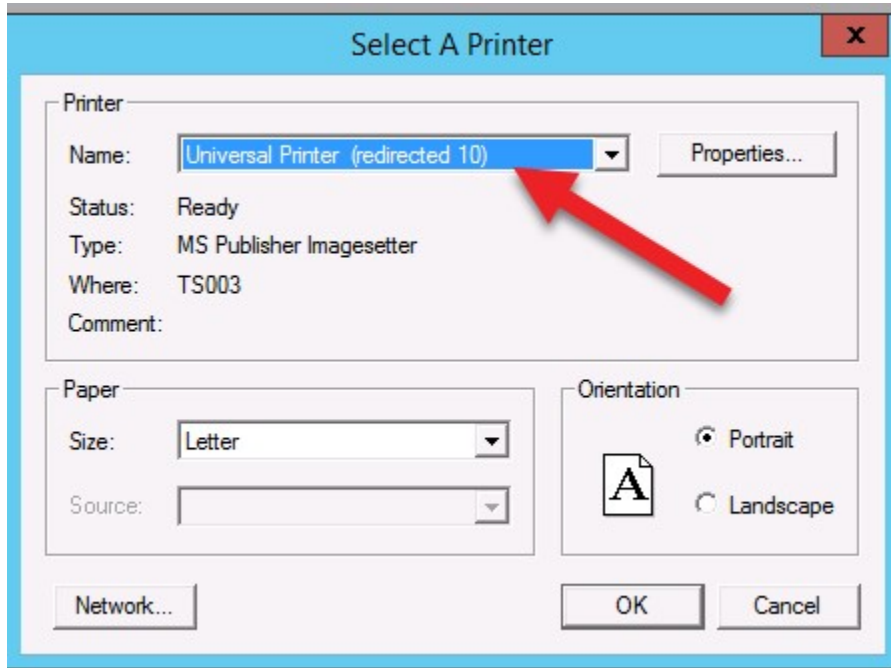
Close COGZ using File=>Exit or the “X” in the upper right corner.

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.



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.

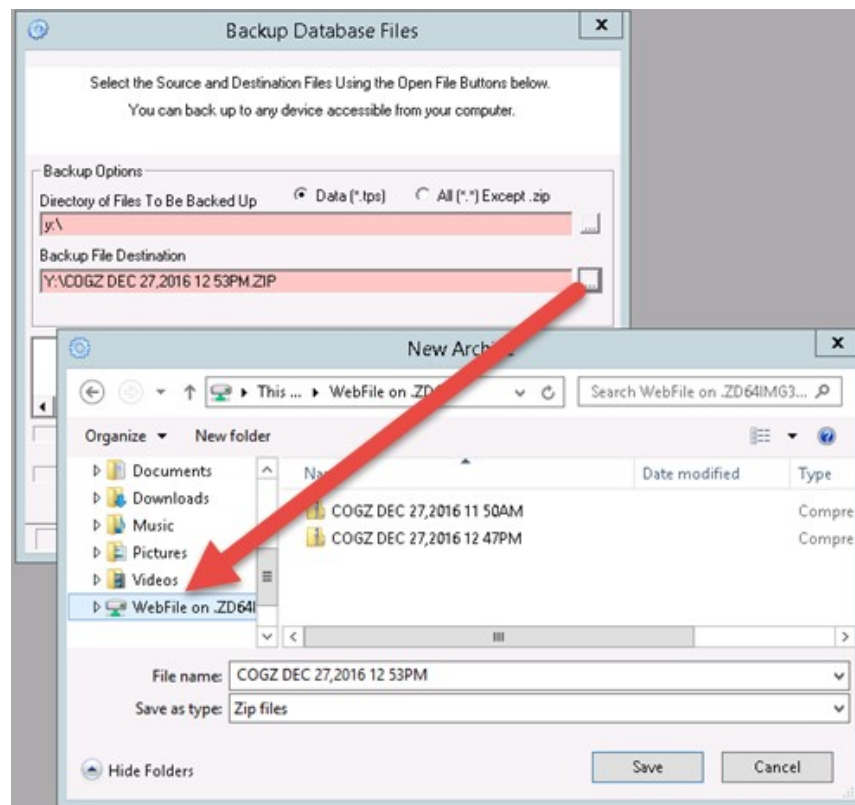


- b. When Printing, Select Print instead of Preview for the best Print experience.
- c. A new window will appear; Select your local printer as you normally would, then Print.
- d. Note that Larger Printouts may take a few minutes to begin while your browser downloads the file.

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:

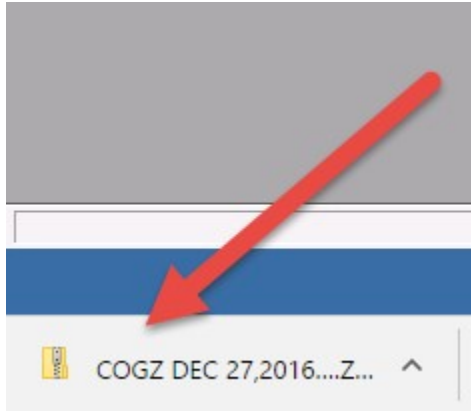
- a. Backup to COGZWeb server: (Recommended Daily)
 - i. Click Backup Database Files
 - ii. Click Start to backup COGZ on the COGZWeb server
- b. Backup to your Local Computer: (Recommended Weekly)
 - i. Click Backup Database Files
 - ii. Select Webfile as Backup File Destination. This is a temporary 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.



iv.



- 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:

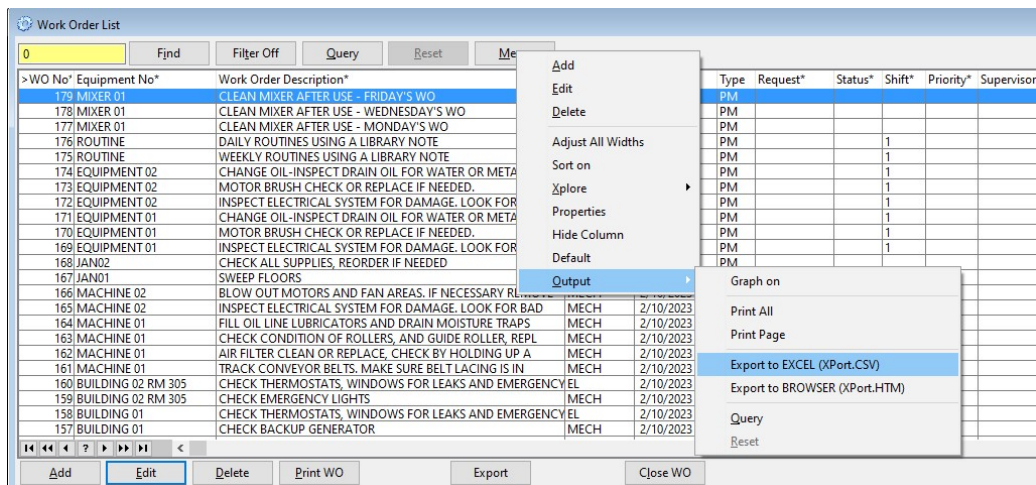
Generally, because of browser limitations, using a mouse to cut and paste text or images from your computer to COGZWeb will not work.

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

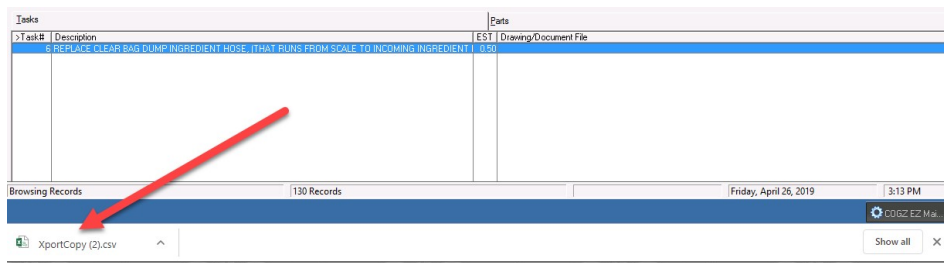
Exporting from COGZ Lists to your local Computer:

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

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

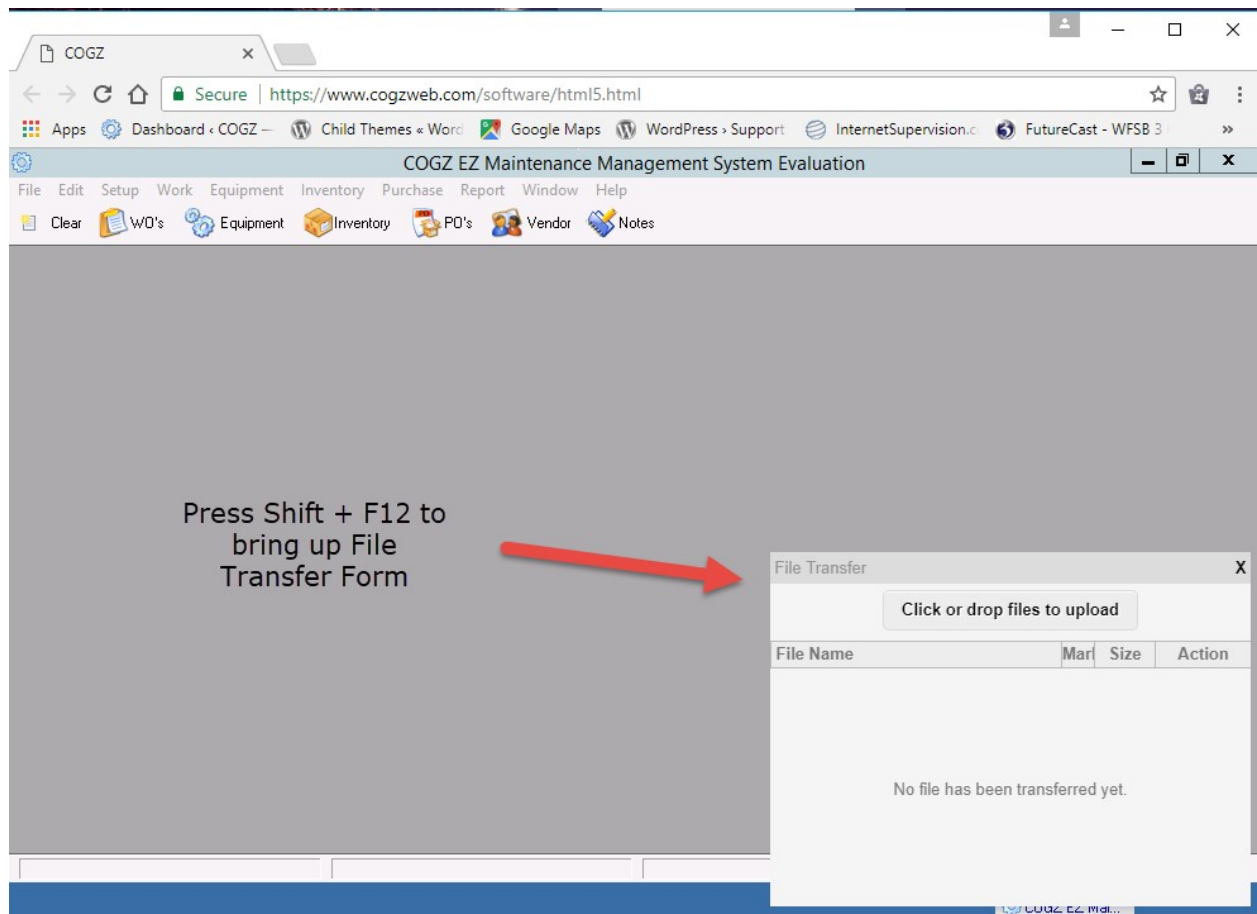


- b. The XPORT file will download to your web browser. Save or Open this file, and, if Excel is installed on your computer, it should open on your desktop. Be sure to change the name of the file if you want to keep it as the next export will have the same file name.

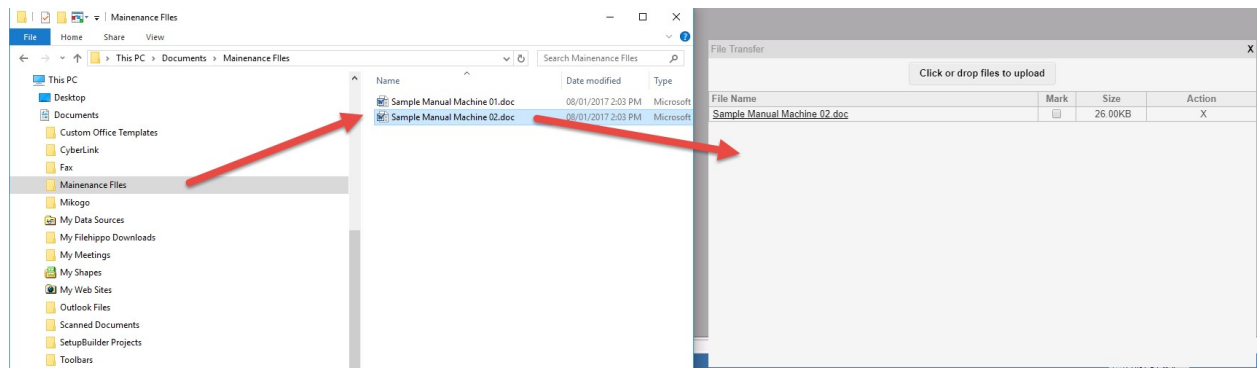


Copying Files to COGZWeb from your local computer:

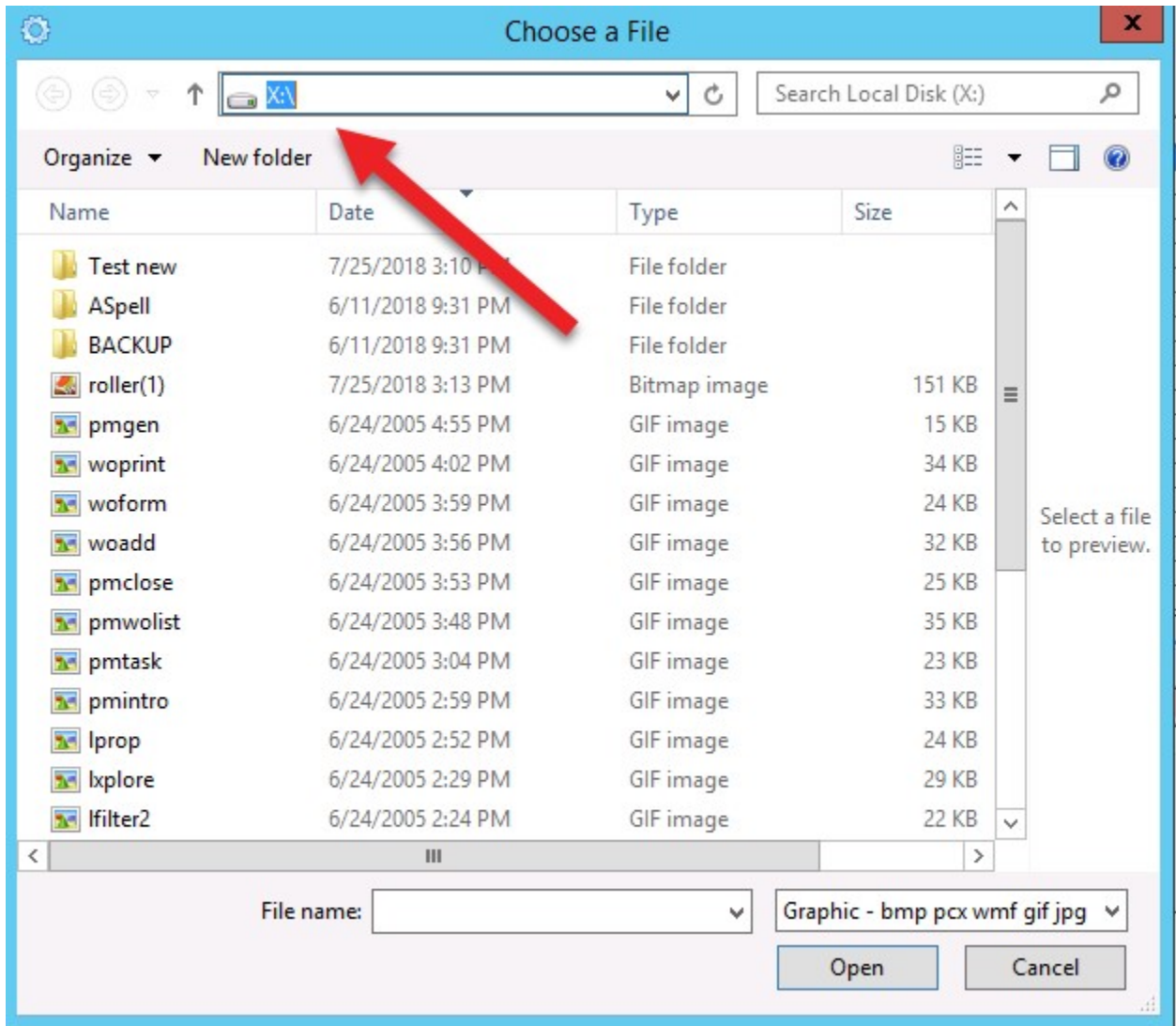
- a. While in COGZ, press Shift plus F12 Keys to open File Transfer Form. (Some keyboards may require additional key strokes.)



- 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.



- 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.

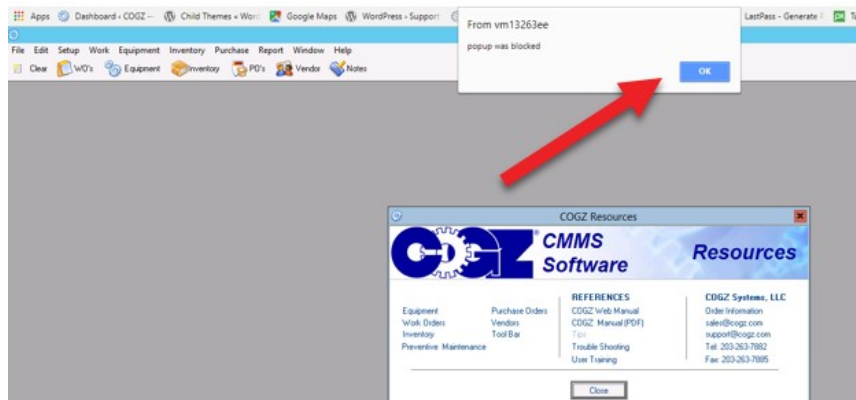


- e. Once copied to COGZWeb, you can attach a file to a COGZ entry. Click on the Add button on a Drawing/Document Form, then the Browse button to locate the files. Make sure you are in the X: Folder. Note that .pdf file format is the supported file type on COGZWeb. Other file types work when printed 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.

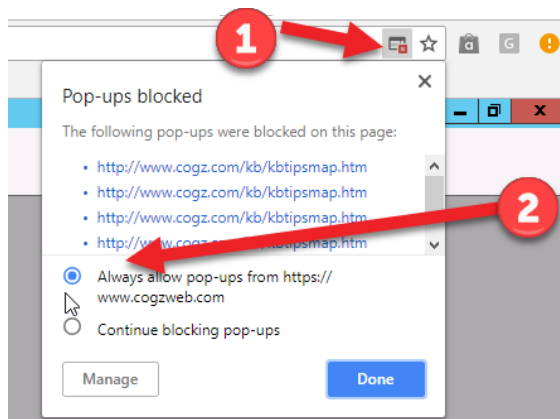
Opening Web Pages in your local Web Browser

a. Using Chrome Browser

- i. Chrome may block the Popup. Click OK.

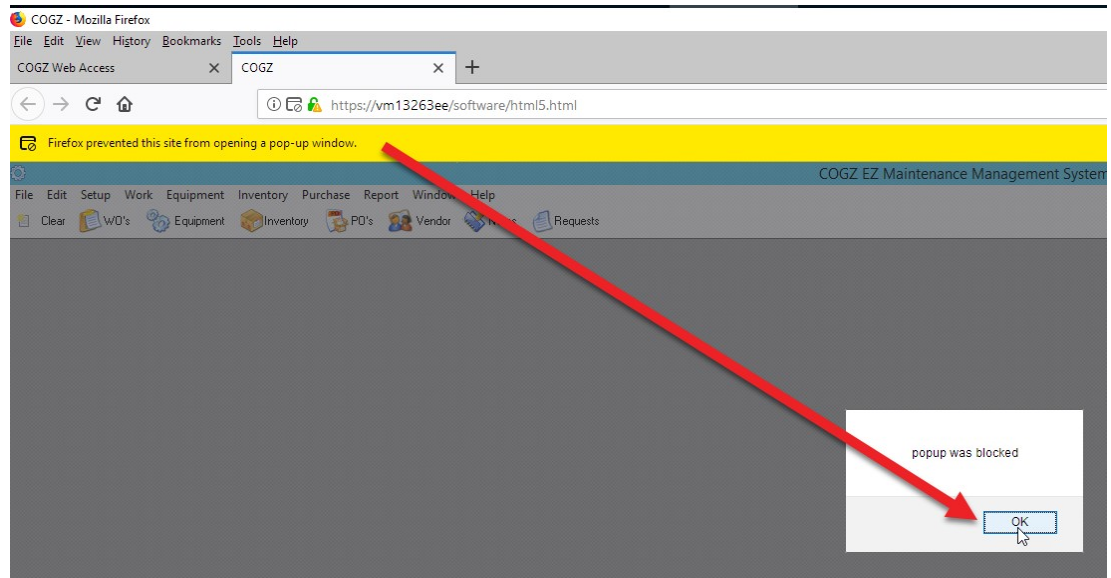


- ii. A Pop-ups Blocked Icon will appear in the top bar in Chrome (1). Click on the Icon, then click Always allow pop-ups from www.cogzweb.com (2). Then click Done.

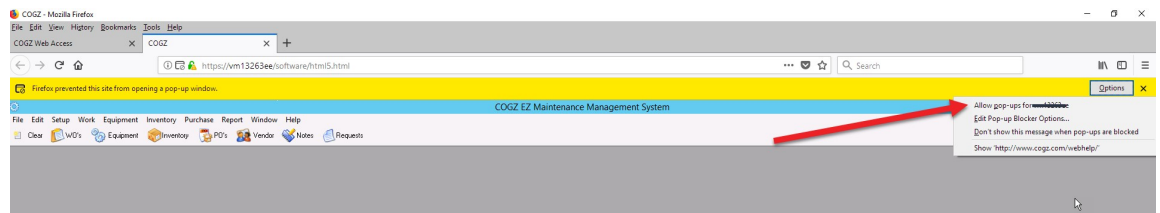


b. Using Firefox Browser

i. Firefox will block the popup. Click OK.

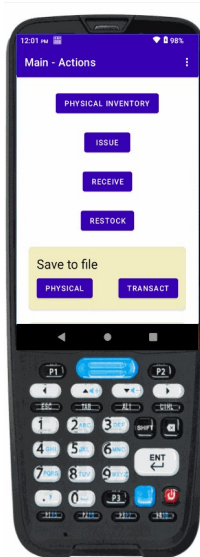


ii. You will then get the opportunity to Allow Popups from COGZWeb.



HT330 and HT630 Mobile Bar Code Reader Initial Desktop Setup

HT330

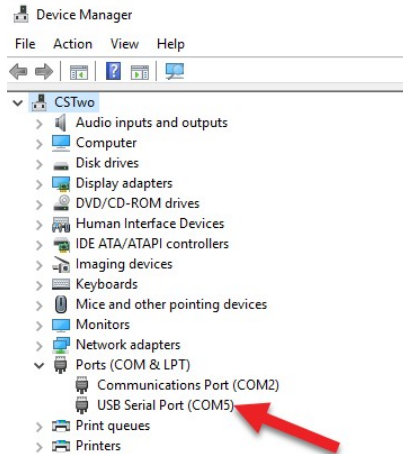


HT630



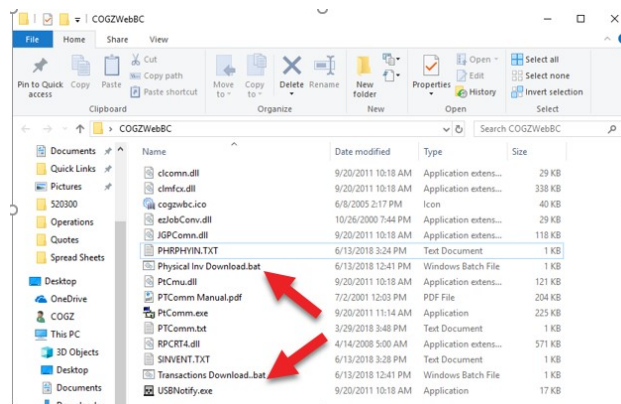
Initial Setup (One-time setup procedure, per user workstation)

- i. Download and Run the following file:
 1. For HT630: <https://www.cogz.com/download/cogzwebbc.exe>
 2. For HT330: <https://www.cogz.com/download/cogzwebbcht330.exe>
- 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



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

Physical Inv Download.bat - Notepad

File Edit Format View Help

PtComm.exe /comport:7 /upload:"PHRPHYIN.TXT"



**Change the number to that
shown in Device Manager.**

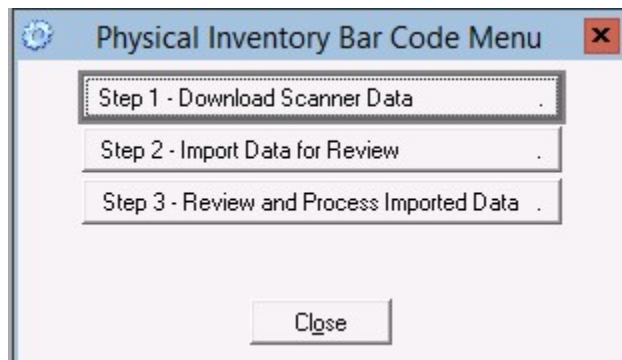
T

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

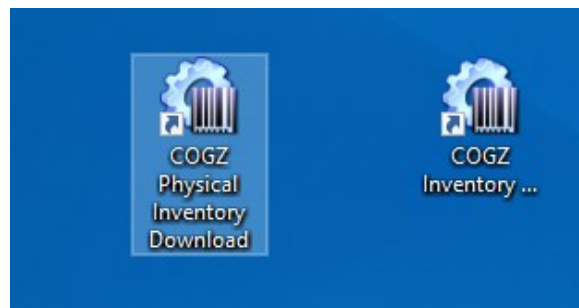
Mobile Bar Code Reader File Download Procedure

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:



- 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:

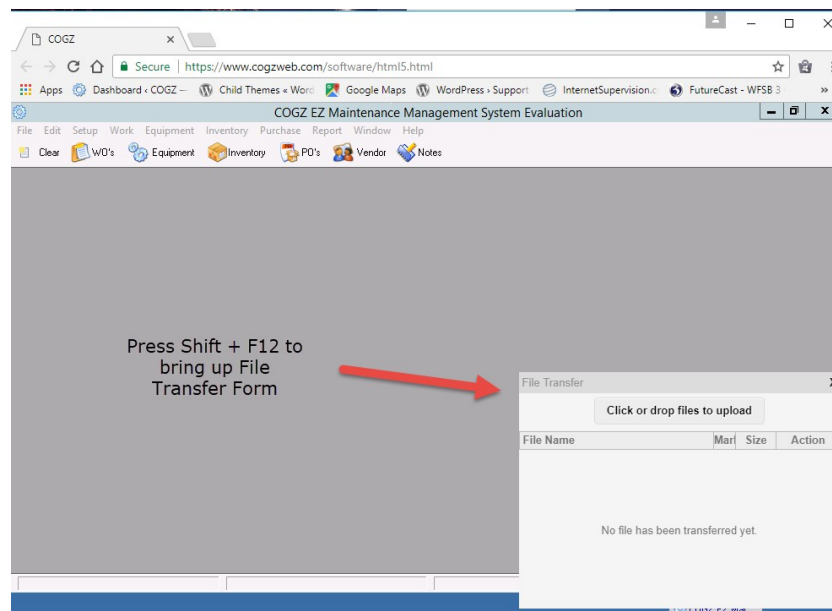
1. HT330: COGZWebBCHT330

2. HT630: COGZWebBC

vi. This will bring up the following:

Name	Date modified	Type	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 Download..bat	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
cogzwbc.ico	06/08/2005 2:17 PM	Icon	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.

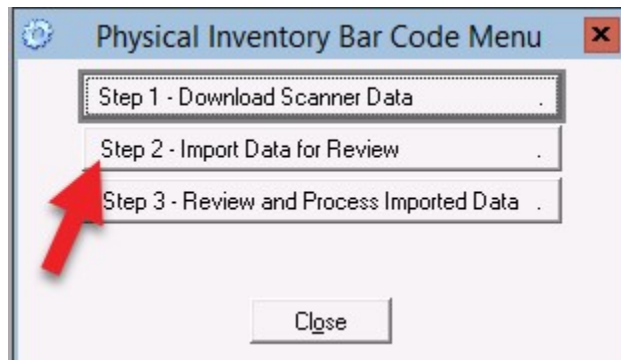


- viii. Drag the appropriate file from the COGZWebBC folder on your desktop into the File Transfer Box on COGZWeb. This will copy the required inventory file.

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.



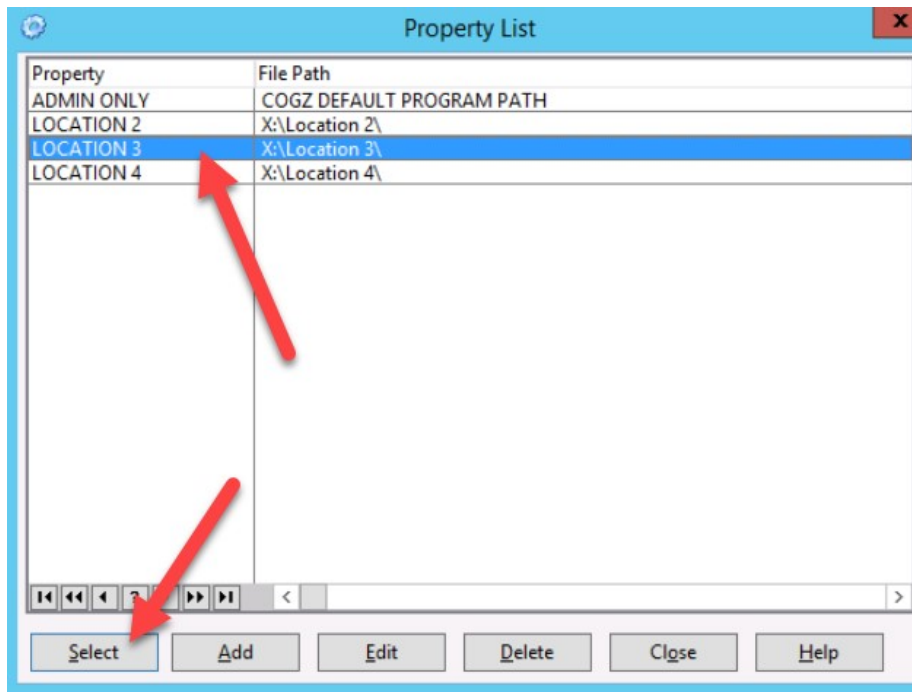
Detailed instructions can be found in the COGZ Manual. You can find the COGZ Manual under Help=>Resources on the COGZ Menu Bar.

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.



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