

Below are instructions for networked workstation setup of the following:

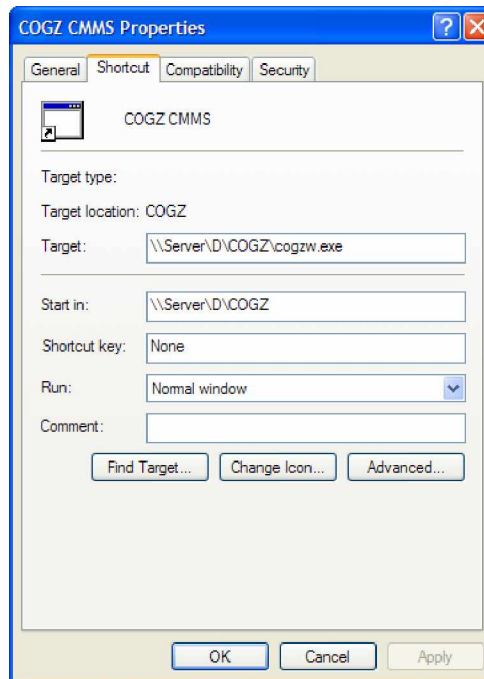
1. **COGZ** and **COGZ EZ CMMS** Software
2. **Optional** Work Order Request Module
3. **Optional** Bar Code System

## 1. Network Desktop Shortcut Installation

COGZW.EXE is the main program of the COGZ CMMS System. COGZ Shortcuts should be placed on all workstations where access to COGZ might be useful. The number of users allowed to access COGZ concurrently (logged in at the same time) is limited only by the number of user licenses purchased.

1. Create shortcuts to the COGZW.EXE file on the desktops of each client computer that will run the application

Create shortcuts by bringing up the COGZ directory from the server onto your client computer. Select the COGZW.EXE file. Right click on the file and choose Send To. Another menu will appear. Choose Desktop (Create Shortcut). You will have to be sure that the shortcut is configured correctly. See the example below for proper shortcut properties.



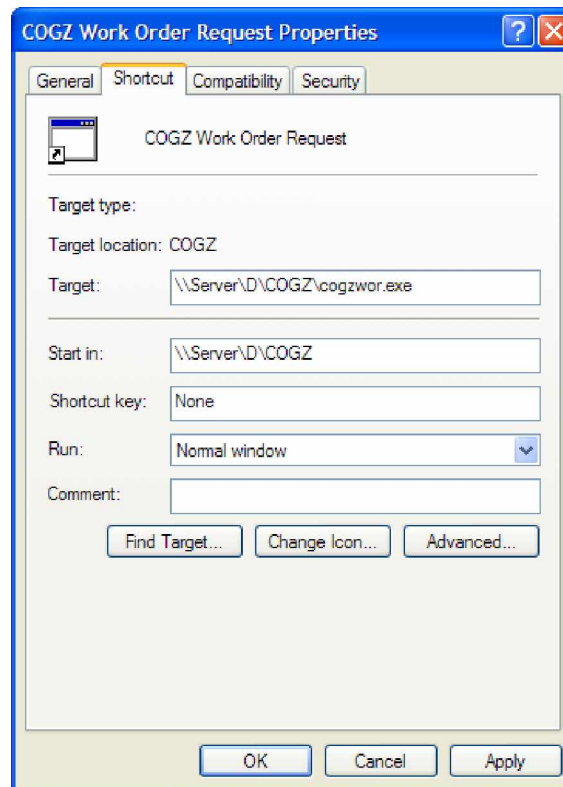
2. Click on the Desktop Icon to Run the COGZ program.

## 2. Work Order Request Installation *Optional Module*

The Work Order Request Module is a separate optional module designed to allow entry of work order requests over your network.

1. Create shortcuts to the COGZWOR.EXE file on the desktops of each client computer that will run the application.

Create shortcuts by bringing up the COGZ directory from the server onto your client computer. Select the COGZWOR.EXE file. Right click on the file and choose Send To. Another menu will appear. Choose Desktop (Create Shortcut). You will have to be sure that the shortcut is configured correctly. See the example below for proper shortcut properties.



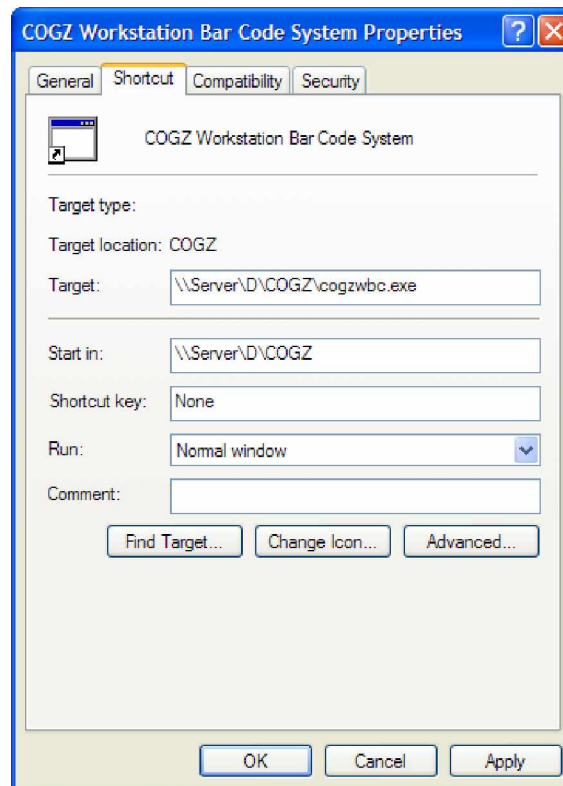
2. Click on the Desktop Icon to Run the Work Order Request Application

### 3. Workstation Bar Code System Installation - *Optional Module*

The Workstation Bar Code is a separate application available with the optional Bar Code Module designed to allow scanning of inventory parts from a designated computer.

1. Create a shortcut to the COGZWBC.EXE file on the desktop of the client computer that will run the application.

Create the shortcut by bringing up the COGZ directory from the server onto your client computer. Select the COGZWBC.EXE file. Right click on the file and choose Send To. Another menu will appear. Choose Desktop (Create Shortcut). You will have to be sure that the shortcut is configured correctly. See the example below for proper shortcut properties.



2. Click on the Desktop Icon to Run the Workstation Bar Code System Application.