

WebShare

USER Registration

1) Go to www.cworks.com.my and register the number of users you would require for Webshare. If you have already registered then please input your Use ID and Password, if you have not registered, then please click on Register now link as shown below.

Webshare Login

UserId

Password

Enter

[Register now](#)

- 2) You will be directed to the User Registration Page, whereby the user details are entered. It is broken up into a 3 sections.
- i) Personal Details – user details like Name, email, username, password and etc.
 - ii) Sites – The number of sites where the database is located. If you have just one site then just input the Site Name and press **Add** button. You can keep on adding for multiple sites as shown below
 - iii) Users – Please enter the number of users that you would like to register to use this service with the Start Date. After you are done, please click on **Checkout** button.

WEBshare

FREE MAINTENANCE SOFTWARE
CWORKS
DOWNLOAD NOW!

Name: Bryan Peters
Email: webshare@cworks.com.my
Country: Malaysia
Username: bryan
Password: *****
Confirm Password: *****

Sites

Site Name: **Add**

No.	Site Name	Action
1	Penang	Delete
2	Osaka	Delete
3	Chicago	Delete

Users

Number of Users: Start Date: **Checkout**

3. You will be directed to the payment page whereby you will need to enter your details and proceed with the credit card transaction through WorldPay.
4. Once the payment has been authorized by WorldPay, you will receive the confirmation emails from them and also a confirmation email from CWorks.

Getting Started

- 1) You will be provided with a link to download the Webshare software via the email from CWorks.
- 2) Upon downloading the software, please unzip and run the installer file and install the Webshare software on your PC. You can do this by double-clicking on the **setup.exe** file and running the
- 3) After installation, you will be able to upload your database into the Webshare Sever. Please follow the screenshots below for details.
 - i) Please input your login details, it is the same details when you registered in step 2)

CWorks Webshare - Login

WEBshare
by CWORKS

CWorks ID:

Password:

This application requires a connection to the Internet.
Login and data upload might take some time, depending
on the connection speed between this PC and the
CWorks server.

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- ii) You will come across a datalink if you have installed CWorks in a different folder other than the default **C:** , please specify a datalink to which database you would like to upload.

iii) Please specify a Site and also the date range of the data that you would like to upload to CWorks Server. If you would require to upload a different database for a different site, then please click on File → DataLink to select the database from a different location.

The screenshot shows a dialog box titled "Works Webshare". It contains the following elements:

- Instructions:** "Please pick a site and specify the date range for which to upload the data. Leave the date fields blank should you wish to upload all data."
- Site:** A dropdown menu with "Penang" selected.
- Date Work Order Received From (yyyy-mm-dd):** A text field containing "2002-01-15" with a calendar icon and a close button (X).
- Date Work Order Received To (yyyy-mm-dd):** A text field containing "2006-09-19" with a calendar icon and a close button (X).
- Text:** "Click File -> DataLink should you wish to specify a new location for the CWorks data file"
- Warning Box:** "This application requires a connection to the Internet. Data upload might take some time, depending on the connection speed between this PC and the CWorks server."
- Calculate:** A button with a dotted border next to the text "number of records to be uploaded: 78".
- OK:** A button at the bottom right.

iv) A progress bar will indicate that the data is being uploaded in to the CWorks server. Please be patient here as it will take time based on your internet connection speed. Once the data has been uploaded, the Cancel button will change to Done and you can click on it and proceed.

The screenshot shows the "Works Webshare" dialog box during the upload process. It contains the following elements:

- Warning Box:** "This application requires a connection to the Internet. Data upload might take some time, depending on the connection speed between this PC and the CWorks server."
- Text:** "Uploading 10 of 78"
- Progress Bar:** A horizontal bar with a small segment filled in grey, representing the progress of the upload.
- Cancel:** A button at the bottom right.

4) After all the data has been uploaded, you are ready to use Webshare by either login in at our Main Webpage www.cworks.com.my or by the link given in the confirmation email by CWorks which is www.cworks.com.my/webshare

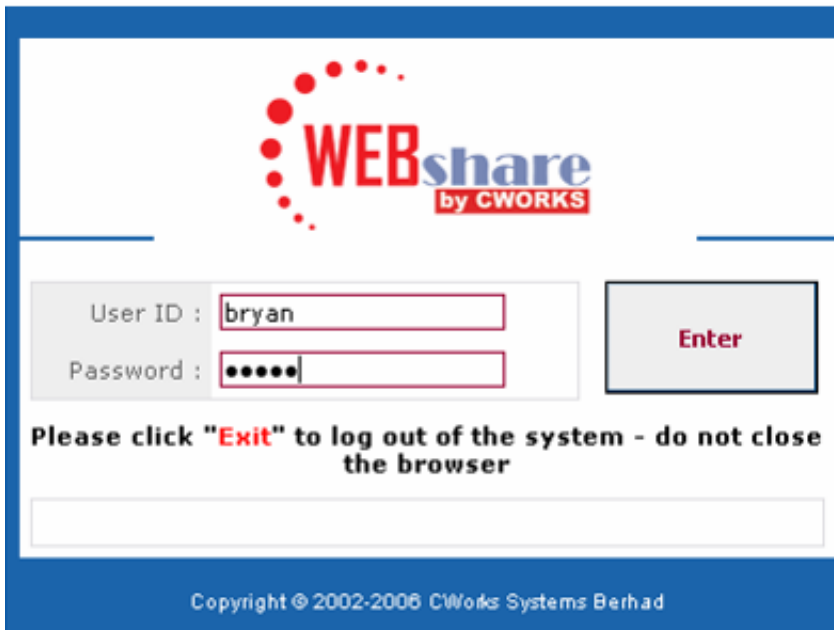
Webshare Login

UserId

Password

[Register now](#)

Or



WEBshare
by CWORKS

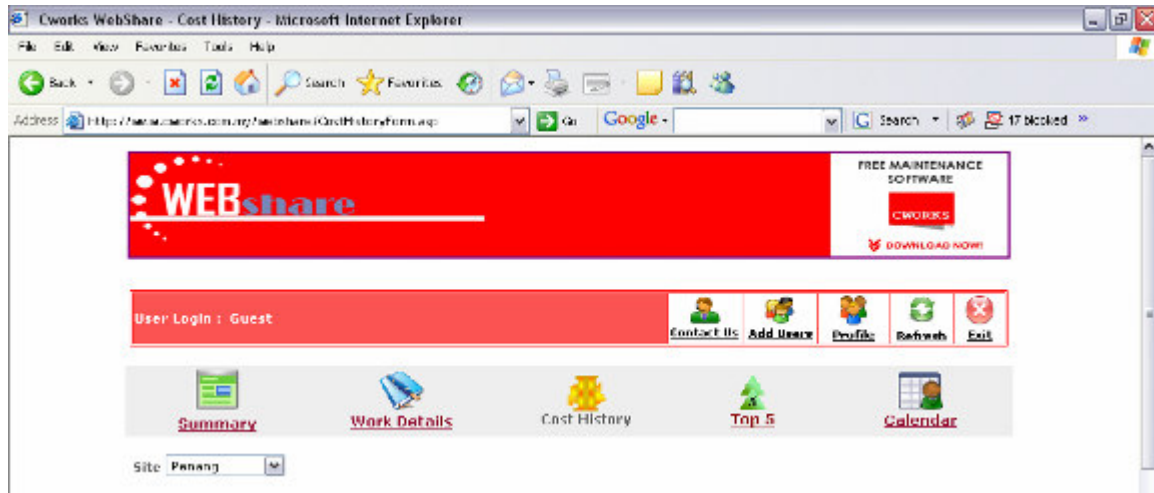
User ID :


Password :

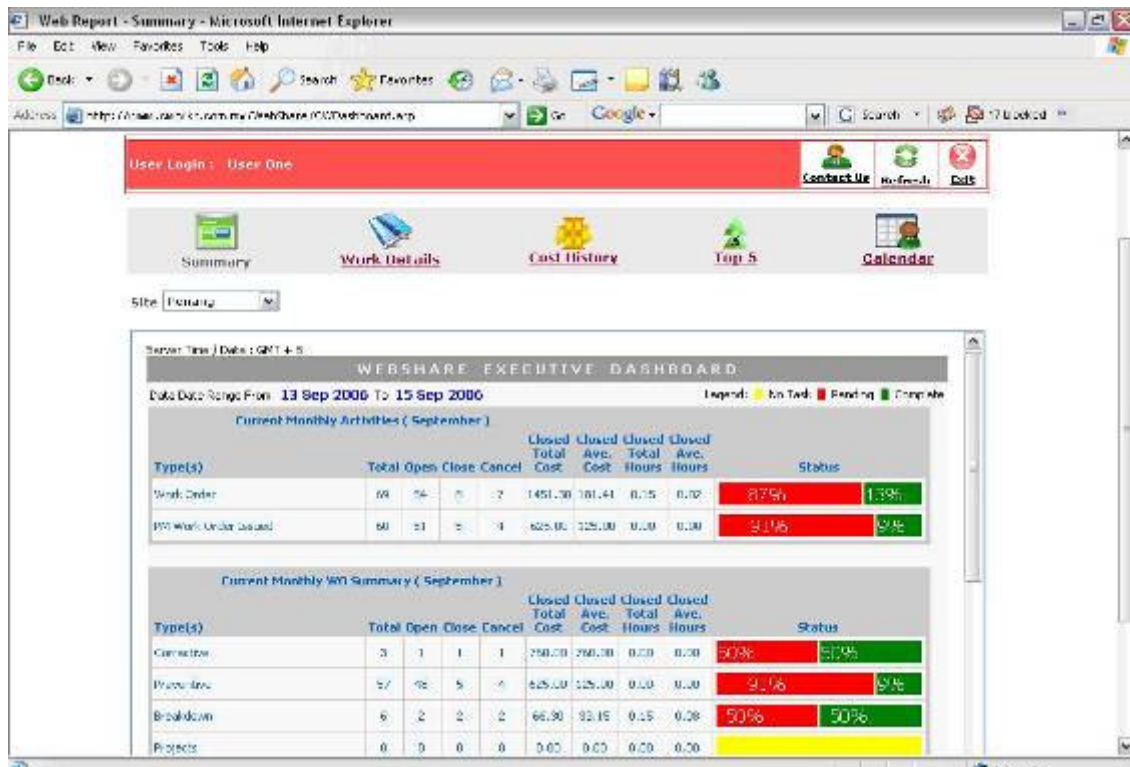
Please click "**Exit**" to log out of the system - do not close the browser

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5) Upon logging in, the user will be able to have an overview of the Webshare as shown in the screen below.



6) The user will be able to view the **Summary**  which is the **Webshare Executive Dashboard**. It will give the user an overview of the maintenance activities in your organization. Use this desktop to look at snapshots of key performance indices.





7) When you click on **Work Details** an entire list of work order will appear and for users who would like to refine their searches, there is an advanced search function at the bottom of the list that will enable precise searching capability. Please refer to screenshots below.

Site:

18 records found					
Work Order No	Work Type	Work Status	Description	PM Start Date	Date Received
000000025	Preventive	Open	HT Transformer (11kV) PM	18 Oct 2004	31 Aug 2004
000000074	Preventive	Open	Washer Preventive Maintenance	28 Oct 2004	31 Aug 2004
000000022	Preventive	Open	Air Handling Unit (AHU 1) Preventive Maintenance	11 Oct 2004	31 Aug 2004
000000021	Preventive	Open	Standby Generator Preventive Maintenance	28 Oct 2004	31 Aug 2004
000000021	Preventive	Open	Standby Generator Preventive Maintenance	18 Oct 2004	31 Aug 2004
000000019	Preventive	Open	Standby Generator Preventive Maintenance	11 Oct 2004	31 Aug 2004
000000010	Preventive	Open	Standby Generator Preventive Maintenance	4 Oct 2004	31 Aug 2004
000000016	Corrective	Open	Replace worn V-Belts for AHU 2		31 Aug 2004
000000015	Corrective	Open	Replace leaking rain gutters		30 Aug 2004
000000014	Breakdown	Open	Light bulb fused		30 Aug 2004

18 records found Page 1 of 2 | < First | < Previous | Next > | Last >

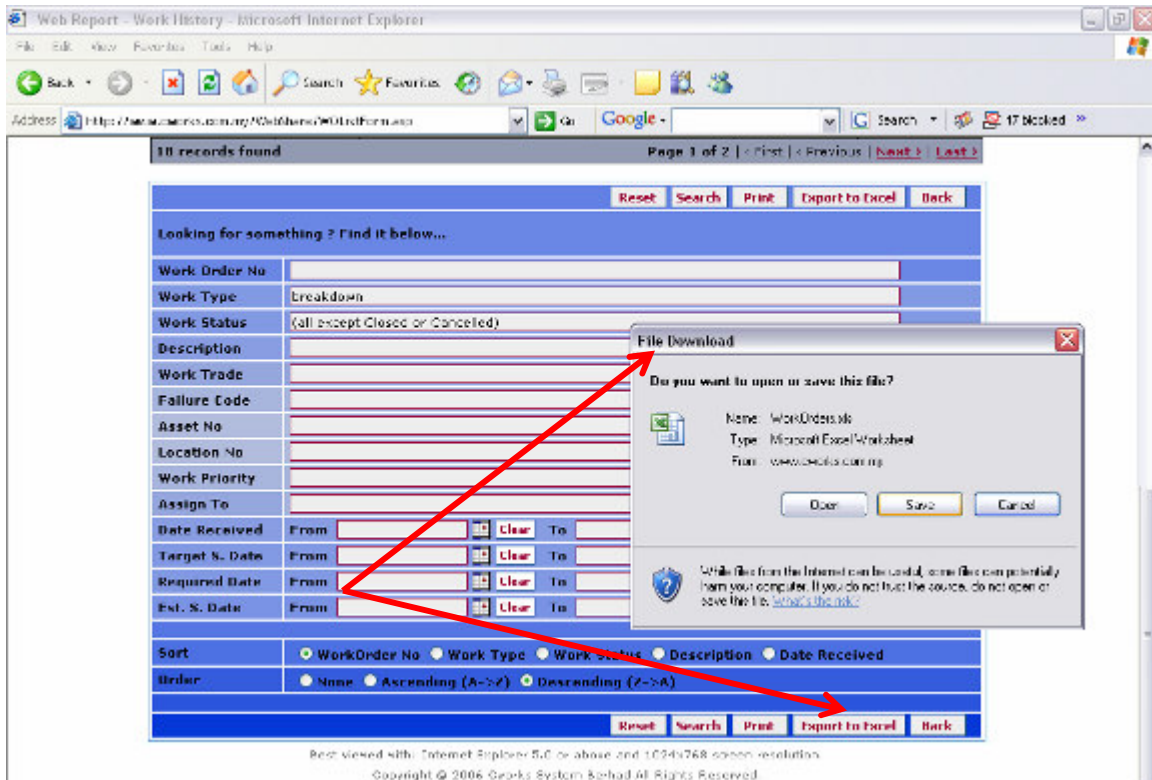
Looking for something? Find it below...


Work Order No	<input type="text"/>
Work Type	<input type="text"/>
Work Status	<input type="text" value="(all except Closed or Cancelled)"/>
Description	<input type="text"/>
Work Trade	<input type="text"/>
Failure Code	<input type="text"/>
Asset No	<input type="text"/>
Location No	<input type="text"/>
Work Priority	<input type="text"/>
Assign To	<input type="text"/>
Date Received	From <input type="text"/> <input type="button" value="Clear"/> To <input type="text"/> <input type="button" value="Clear"/>
Target S. Date	From <input type="text"/> <input type="button" value="Clear"/> To <input type="text"/> <input type="button" value="Clear"/>
Required Date	From <input type="text"/> <input type="button" value="Clear"/> To <input type="text"/> <input type="button" value="Clear"/>
Est. S. Date	From <input type="text"/> <input type="button" value="Clear"/> To <input type="text"/> <input type="button" value="Clear"/>

Sort: WorkOrder No Work Type Work Status Description Date Received

Order: None Ascending (A->Z) Descending (Z->A)

8) Reports can be exported to Excel as shown by the screenshots below.




9) When you click on **Cost History**  an entire list of work order by cost and labour will appear and for users who would like to refine their searches, there is an advanced search function at the bottom of the list that will enable precise searching capability. There is also an option to export your searches to Excel. Please refer to screenshot below.

Site:

Work Order No	Work Type	Work Status	Description	Cost	Labor Hours	PM Start Date	Date Received
XXXXXXXX	Preventive	Open	ROOFING, CEILING & RAINWATER GOODS INSPECTION	60	360	14 Apr 2003	11 Apr 2003
XXXXXXXX07	Preventive	Open	Standby Generator Preventive Maintenance	5	0	28 Apr 2003	11 Apr 2003
XXXXXXXX06	Preventive	Open	Standby Generator Preventive Maintenance	0	0	21 Apr 2003	11 Apr 2003
XXXXXXXX05	Preventive	Open	Standby Generator Preventive Maintenance	0	0	14 Apr 2003	11 Apr 2003
XXXXXXXX01	Breakdown	Open	To check faulty bedpan washer. Cycle inconsistent	70	14		11 Apr 2003

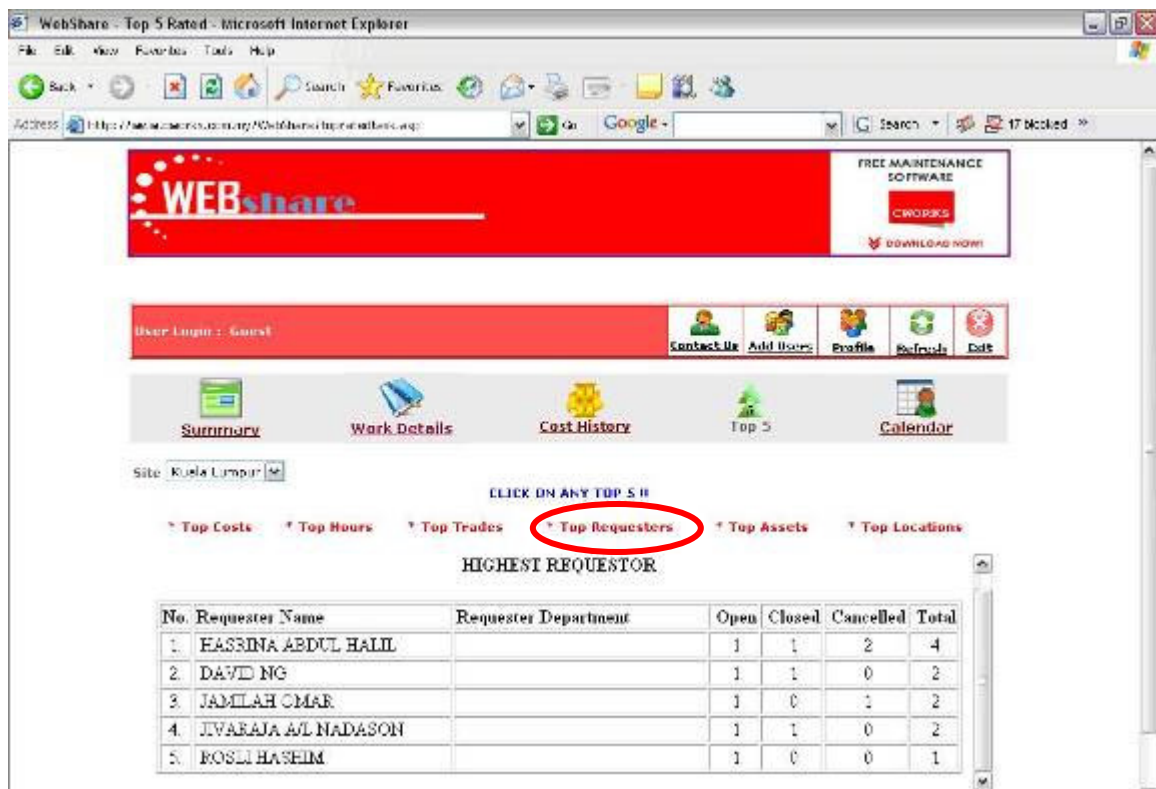
5 records found Page 1 of 1 | < First | < Previous | Next | > Last >

Total Costs 141 Hours 374

10) When you click on **Top 5**  you would be able to view the TOP 5 as below:-


- i) Top Cost
- ii) Top Hours
- iii) Top Trades
- iv) Top Requesters
- v) Top Assets
- vi) Top Locations

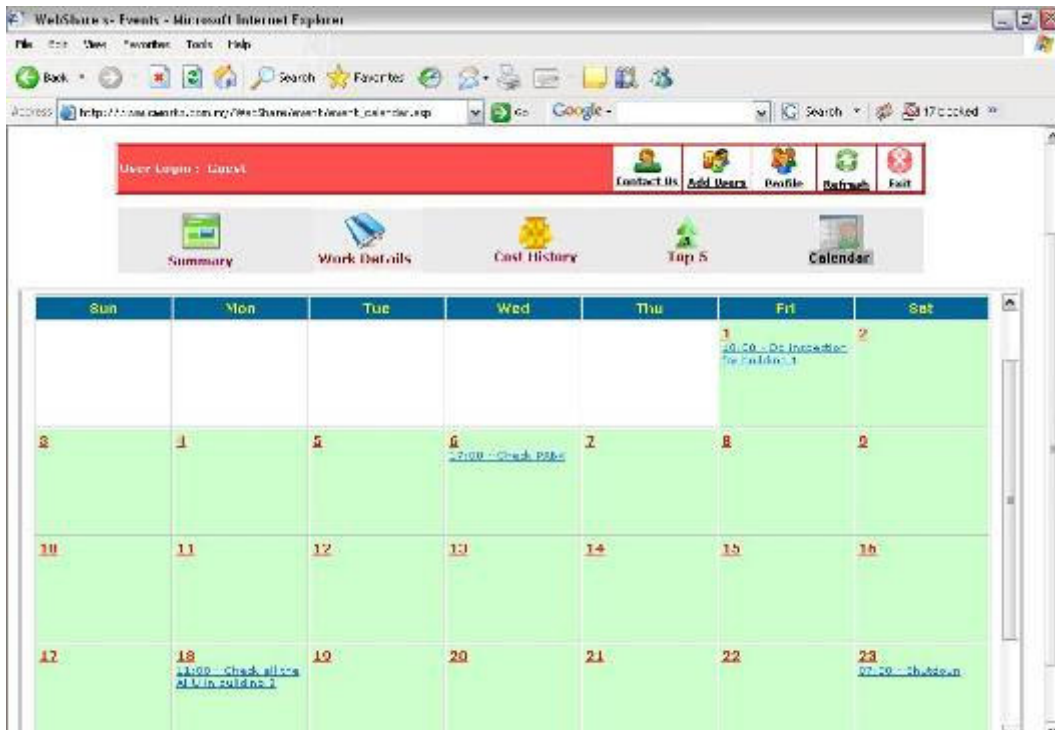
Please refer to sample below where it shows the Top 5 Requesters in the organization.



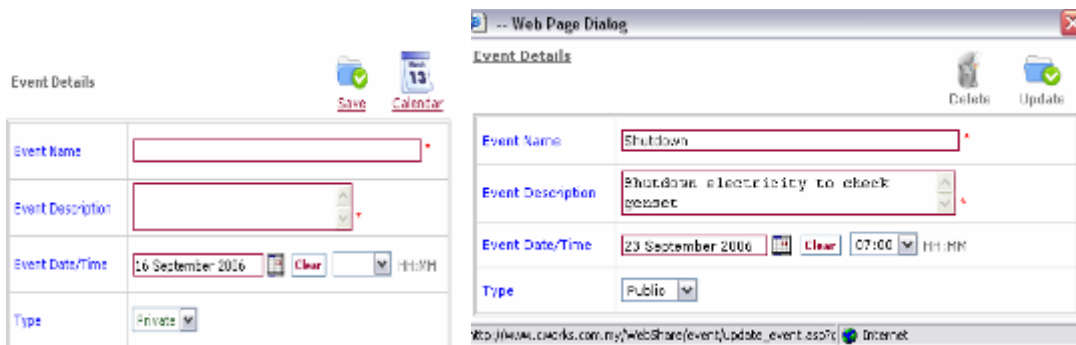
The screenshot shows a web application interface for 'WebShare'. The navigation menu includes 'Summary', 'Work Details', 'Cost History', 'Top 5', and 'Calendar'. The 'Top 5' menu item is highlighted with a red circle. Below the navigation menu, there is a section titled 'CLICK ON ANY TOP 5 #' with a list of options: 'Top Costs', 'Top Hours', 'Top Trades', 'Top Requesters', 'Top Assets', and 'Top Locations'. The 'Top Requesters' option is also highlighted with a red circle. Below this, there is a table titled 'HIGHEST REQUESTOR' with the following data:

No.	Requester Name	Requester Department	Open	Closed	Cancelled	Total
1.	HASRINA ABDUL HALIL		1	1	2	4
2.	DAVID NG		1	1	0	2
3.	JAMILAH OMAR		1	0	1	2
4.	JIVARAJA A/L NADASON		1	1	0	2
5.	ROSLI HASEM		1	0	0	1

11) When you click on **Calendar**  you would be able to view all the activities going on in the organization. The users can check from time to time see what activities or memos that can be posted to inform or to plan for something. This is more of an organizer tool. By clicking on the Date you would be able to create new events and also update current recent events. Please refer to screenshots below for examples.



Overview



New Event

Current Event

Enjoy the Benefits of WebShare.....From CWorks TEAM