Greetings,

Thank you again for your interest. We want to make sure you are EXTREMELY satisfied BEFORE you purchase. Please try it out and put it to the test for 21 days. This 21 day free trial is a fully functional version of TATEMS.

Below you will find
- ➢ Quick-Start Instructions
- ➢ How we can import your equipment list into TATEMS
- ➢ Data Backup
- ➢ Networking.

Quick Start Instructions
Here are some tips to get started quickly: Don't use the CD to install on a computer that already has TATEMS 2005 or TATEMS 20/20 installed because you may lose any data you have already entered.

When you insert the CD it should start and open a menu. On the menu are links to many training videos and a link to install the program. Click the link that says: "Click here to install on Windows 2000, 2003, 2008, XP, Vista, Win7" TATEMS will also install and run on Windows 8, 10 and Windows Server 2012 , 2016 , 2019

Once the installation finishes TATEMS will start and you will see the registration screen. You can click the continue button to bypass this screen during the trial period. At the end of 21 days by purchasing a license for TATEMS you can continue using the software and also continue with the data you have already entered. After purchase you will be provided with a registration key that will allow you to continue using the software.
To purchase TATEMS securely online, go to: http://tatems.com/purchase

You should be prepared to enter your first piece of equipment on the next screen. If you don't have one ready you can just enter 001 for the first equipment number. You only need to enter a piece of equipment the first time you open TATEMS in order to initialize the database. You will also be asked to choose what "type" you are entering and will have a choice to choose either Truck/Tractor or Trailer. Just make a choice or enter a new type and click ok.

How we can import your equipment list into TATEMS
Before you add your data you may want to have us import your equipment list for you. To save you a bunch of time and help you get a fast start with TATEMS... We can do a one-time import of your equipment for you and then send you a pre-populated TATEMS data file. The data file we send back will overwrite any data you have already entered.

We can import your equipment into TATEMS for you if you use our template here: http://tatems.com/template

Just paste your data in the fields you have data for. Keep the header names the same and on the fields where there are 3 choices such as:
 'Category Type (1 of 3 types (Truck-Trailer-Other)(Required)' You can only enter one of those 3 types.
The only required fields are:
Equip Num (Required),
Description (Required) and
Category Type (1 of 3 types (Truck-Trailer-Other)(Required)

I would recommend using at least 3 or 4 digits on your equipment numbers if you have numbers starting with single or double digits. For example I would make 1 into 001 or 0001 and 11 into 011 or 0011

Also make sure there are no commas or quotes, single or double ' " in your data. Once you have everything pasted into the spreadsheet you can send it back.

Then I can use it to populate an empty TATEMS database file with all your equipment and send it back to you. We used to charge up to $500 for this service but it's now included even during your 30 day trial.

Various dropdown lists
You can add to all of the dropdown lists except in the reports module. Just start typing into the lists the data you want to track and if what you are looking for is not in the list you will be asked if you want to add it. If you choose yes, then the software will either add the data or open a form for you to add the data. You can manage these lists by clicking on Forms --> Dropdown List Maintenance --> Then choose the list you want to view or edit.

Setting your Company information
Enter your company information so that it prints out on reports and work orders. And so you can set up prices for labor and price increases for parts on work orders. Go to File --> My Company Information.

Setting the 90 day inspection interval to a different interval
To change the inspection interval, go to File --> Setup and choose Inspection Interval. This will allow you to change the interval to however many days you want, between inspections. This will change all aspects of the inspection interval, including: reminders and reports. The new interval will apply to all of your equipment. The interval should not be set to less than 30 days because the system pre -loads one inspection for each month of the year and the inspections report shows; and can only hold the 12 months in a year.

Equipment Summary Tab
Give the equipment a description then fill in the rest of the data where applicable. Lubrication/Service intervals are created from within the Lube/Service tab.

90-Day Inspection Tab
When adding a new inspection always choose the month that the inspection occurred first, then the year, then the inspectors (mechanics) name, the actual date that he inspected it and finally the mileage or hours that were on the equipment when the inspection was completed.

Lubrication/Service Tab
You can have multiple types of lube/service, just start typing in the Lube/Service Type dropdown and if it's not already listed then you will be asked if you want to add it. If you choose yes then you will also be asked the intervals that this new lube/service type should be done at. This is what will trigger reminders for this equipment for this lube service type. Then enter the date, mileage or hours and who accomplished the service. If you have never done a particular type of service on a piece of equipment you need to add it here anyway leaving the mileage at zero. Say for example you want a 30,000 mile/km reminder, you should choose 30,000 mile/km, lube/service type and make sure that zero is in the mileage/km field. Then when you reach 30,000 you will get the reminder. In the Accomplished by field you can enter the word "Setup" so that you know what that entry was for. You can also enter "Setup 30,000 Mi/km Lube/Service" into the notes field in the first time initialization scenario.

Needed Maintenance/Repairs Tab
Enter the description and when you want it completed by. *Note*: If you choose an item as defective in an inspection you can have that item automatically transfer to the Needed Maintenance/Repairs tab.
(The "Needed Maintenance/Repairs" Tab, the Repairs Tab and the "Parts For This Equip" Tab should not be used if you are going to use Work Orders. Using Work Orders allows many more details and better reporting options)

Repairs Tab
Enter a description, the mileage or hours and a date and cost of the repair. The Repairs Tab is a quick and dirty way to keep track of repairs but only allows you to enter up to 200 characters for a description and a date completed and a cost. (The "Needed Maintenance/Repairs" Tab, the Repairs Tab and the "Parts For This Equip" Tab should not be used if you are going to use Work Orders. Using Work Orders allows many more details and better reporting options)

Parts Tab

Enter a part number, a description, part vendor and cost of a part. You can use the tab to enter every part ever installed on the equipment but if you are using Work Orders, then it is not necessary to enter every part ever installed because all parts are already added to Work Orders. You can also just use the Parts for This Equip Tab to keep a quick and easy to see list of commonly use parts for this piece of equipment.

Fuel Log
Start typing the name/description of the fuel vender. For Example: "Arco Main Street" If it is not in the list you will be asked if you want to add it to the list. If you choose yes then the next time you make an entry for that vendor it will automatically come up in the dropdown list when you start typing. Then click in the Begin Miles field to enter the beginning miles before the last time you filled up the vehicle. Then enter the current miles and hit the tab key to go to each field. Many of the fields will automatically calculate depending on what you entered in a previous field. You can click on the State/Prov button for an entry if you want to track distance traveled in a state/province during that trip.

Notes Tab
This is a free form notes area you can use to enter any information that does not fit into any place else in TATEMS. Notes can be printed out at a later date and searched by choosing the search by Notes in the dropdown list next to the Search button on the main screen.

Filters Tab
Self-explanatory enter your filter information. You can also print out filters lists for all equipment.

Inspections/Permits
Enter your inspections and permits information. You enter the last time it was done and the number of days the interval is. The system will then know when to start showing these items on the Reminders Popup screen and in the Inspections /Permits reports.

Work Orders
Click the New Work Order button to bring up the Work Orders screen and start entering whatever information needed by your company. Work Orders always insert certain information about the current equipment you are viewing like Equip #, Make, Model, Year, etc. You will also need to add Labor and Parts items and you can also attach scanned or other documents to a work order using the Attachments tab inside the Work Orders screen. To close a Work Order you need to enter a Completed Date. You can also choose to print a completed Work Order with the word "Invoice" at the top instead of "Completed Work Order" after you have entered the "Completed Date" and click the Print button.

Tires/Wheels
Tires and wheels information has dropdown lists that can be added to. This tab is just informational to keep track of what tire was installed where and when but is not for tracking costs or wear.

Data Backup
You can see how to backup TATEMS data in the article here: http://tatems.com/backup

Networking TATEMS
TATEMS can be networked so that you can access the same data from multiple computers.
To network TATEMS see the article here: http://tatems.com/networking

Thanks again for your consideration. We are working on new features all the time and welcome your suggestions. I hope you enjoy your fully functional 30-day trial. If you have questions, please feel free to send an email to tech.support@tatems.com or you can call me at: 702-260-1541 Option 2

To purchase TATEMS securely online, go to: http://tatems.com/purchase

I look forward to providing you with great products and services.

All the Best!

Marc Ready
PCHelp, LTD
TATEMS(r) 20/20
Truck & Trailer Equipment Maintenance Software