

MaintainPro

Training Manual

How to operate the software — step by step

<https://maintain.lucro.co.in>

Maintenance & Inventory Management for plastic-extrusion plants

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1. Introduction & user roles

MaintainPro is a web app for managing maintenance and spare-parts inventory. You record preventive (PM) and corrective (CM) maintenance work, track spares used versus available, schedule recurring PM tasks, and see reports — all per plant/location. It opens in any web browser at the address below, and can be installed on a phone like a normal app.

Web address: <https://maintain.lucro.co.in> — open this in Chrome (Android/PC) or Safari (iPhone).

There are three kinds of users:

- **User** — records work orders, ticks PM tasks done, uploads/exports data, and edits records. Cannot delete data or manage other users.

- **Admin** — everything a User can do, plus delete data, manage the plant's users, approve sign-up requests, and see the audit log.
- **Superadmin** — a single master account that is not tied to one plant. It oversees all plants, can open and manage any of them, create/rename/delete plants, and approve sign-up requests anywhere.

2. Getting started — open & install

1. On a computer or phone, open a web browser and go to <https://maintain.lucro.co.in>.
2. To keep it handy, install it as an app: on **Android (Chrome)** tap the : menu → **Add to Home screen / Install app**; on **iPhone (Safari)** tap **Share** → **Add to Home Screen**.
3. An app icon named **MaintainPro** appears on your home screen and opens full-screen, like a normal app.

Installing is optional — the app also works directly in the browser. Installing just gives a home-screen icon and a cleaner full-screen view.

3. Signing in

On the sign-in screen, choose your **Plant / Location**, type your **Username** and **Password**, and tap **Sign in**.

MaintainPro

Sign in
Maintenance & Inventory Management

Plant / Location
Lucro Plastecycle — Vadodara

Username

Password

Sign in

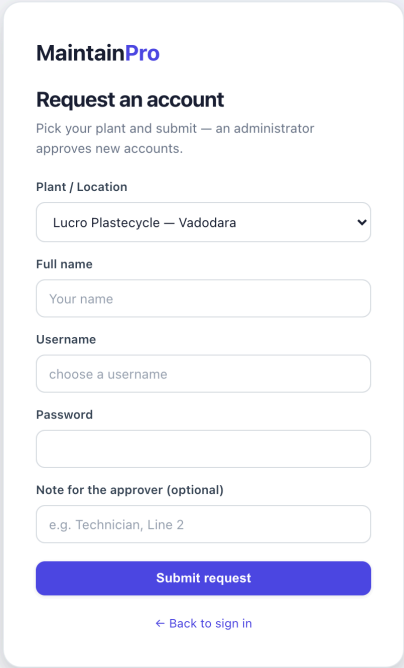
[+ Request an account](#) · [★ Superadmin sign-in](#)

- If you don't have an account yet, use + **Request an account** (see the next section).
- The ★ **Superadmin sign-in** link is for the master account only.

4. Requesting an account

New staff can request their own account; an administrator then approves it.

1. On the sign-in screen tap + **Request an account**.
2. Choose your **plant**, enter your **name, username and password**, and an optional note (e.g. "Technician, Line 2").
3. Tap **Submit request**. You will see "Request sent ✓". You can sign in once an administrator approves you.



The screenshot shows a mobile app interface for requesting an account. The form is titled "MaintainPro Request an account" and includes the following fields and elements:

- Plant / Location:** A dropdown menu with "Lucro Plastecycle — Vadodara" selected.
- Full name:** A text input field with the placeholder "Your name".
- Username:** A text input field with the placeholder "choose a username".
- Password:** A text input field.
- Note for the approver (optional):** A text input field with the placeholder "e.g. Technician, Line 2".
- Submit request:** A prominent blue button.
- ← Back to sign in:** A link below the submit button.

5. The Dashboard

After signing in you land on the Dashboard — a quick overview of the plant: open work orders, overdue PM, low/out-of-stock spares, work completed this month, maintenance cost, and total inventory value. Recent work orders and low-stock alerts are listed below.

MaintainPro

- Dashboard
- Work Orders
- PM Schedules
- Assets
- Spares & Inventory
- Reports
- Audit Log
- Users
- Plants

Dashboard
Lucro Plastecycle · overview

[+ New Work Order](#)

OPEN WORK ORDERS
2
1 preventive · 1 corrective

OVERDUE PM
1
2 due within 7 days

LOW / OUT OF STOCK
2
1 out of stock

COMPLETED (MONTH)
1
2.0 h downtime

MAINT. COST (MONTH)
₹5,350.00
parts + labor

INVENTORY VALUE
₹34,300.00
4 spare items

Recent Work Orders

WO #	TYPE	ASSET	TITLE	STATUS	DUE
WO-0001	CM	EXT-01 · Twin-Screw Extruder	Heater band failure — Barrel Zone 4	Completed	done
WO-0002	CM	PEL-01 · Strand Pelletizer	Pelletizer poor cut / long tails	In Progress	today
WO-0003	PM	EXT-01 · Twin-Screw Extruder	Monthly extruder gearbox lubrication	Open	2026-06-07

Low Stock Alerts

PART	AVAIL	MIN
Type-J Thermocouple 200mm TC-J200	4	4
Pelletizer Cutter Blade BLD-PEL	0	2

Backup / Data

Lucro Plastecycle · Vadodara

Admin
Admin

[Sign out / switch plant](#)

- The left menu switches between sections. Tap **+ New Work Order** (top right) to log a job quickly.

6. Work Orders

A work order is the record of a maintenance job — either ****Preventive (PM)**** or ****Corrective (CM)****. The Work Orders screen lists every job with its type, priority, machine, status, due date and cost.

MaintainPro

Dashboard

Work Orders

PM Schedules

Assets

Spares & Inventory

Reports

Audit Log

Users

Plants

Backup / Data

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Admin
Admin

Sign out / switch plant

Work Orders

Preventive & corrective maintenance jobs

+ New Work Order

Search title, asset, technician...

All types

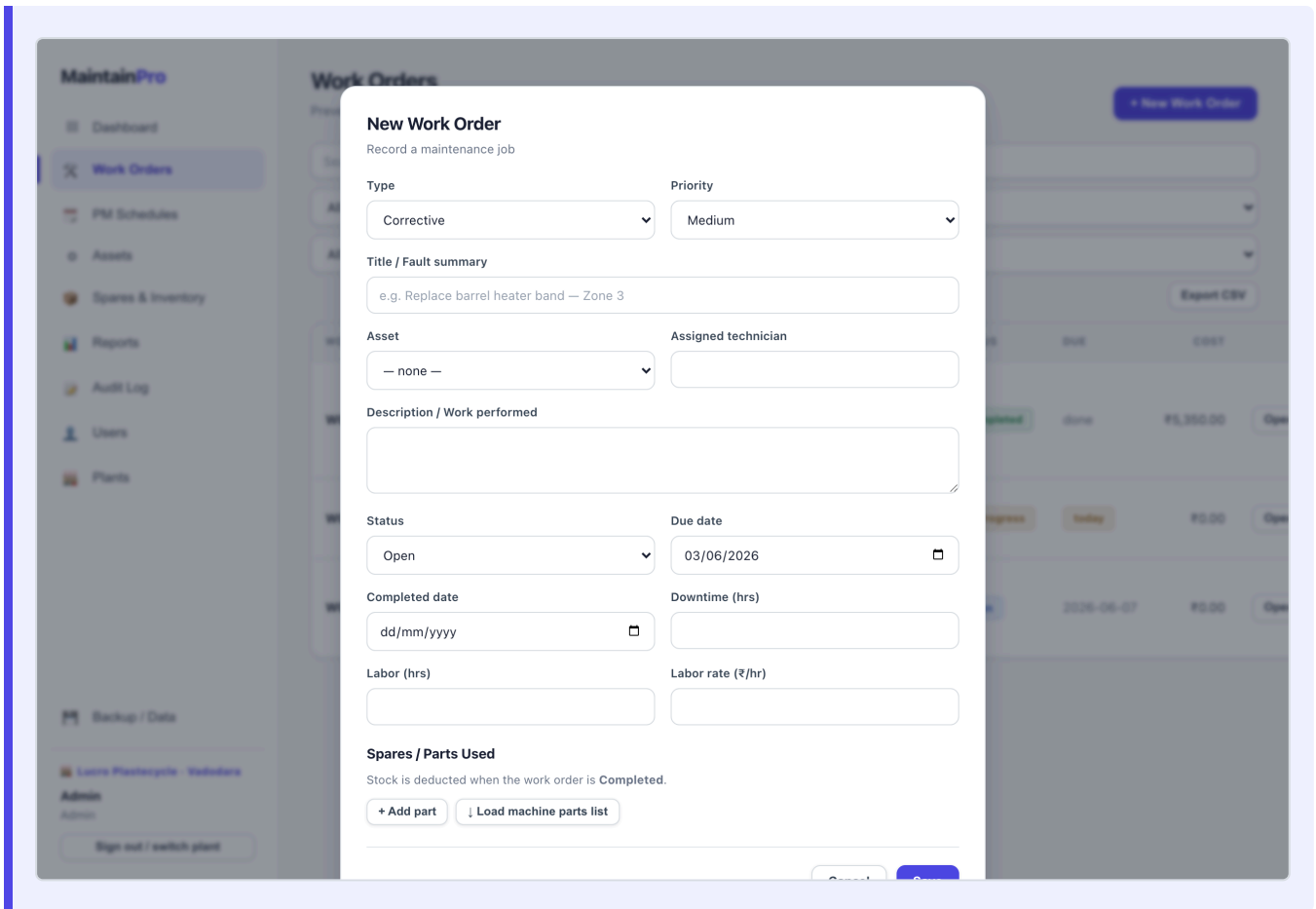
All statuses

Export CSV

WO #	TYPE	PRIORITY	ASSET	TITLE	ASSIGNED	STATUS	DUE	COST	
WO-0001	CM	High	EXT-01 · Twin-Screw Extruder	Heater band failure — Barrel Zone 4	R. Mendez	Completed	done	₹5,350.00	Open
WO-0002	CM	Critical	PEL-01 · Strand Pelletizer	Pelletizer poor cut / long tails	R. Mendez	In Progress	today	₹0.00	Open
WO-0003	PM	Low	EXT-01 · Twin-Screw Extruder	Monthly extruder gearbox lubrication	S. Okafor	Open	2026-06-07	₹0.00	Open

To create one, tap ** + New Work Order** and fill the form:

1. Choose **Type** (Corrective / Preventive) and **Priority**.
2. Enter a **Title** (what the job is), pick the **Asset** (machine) and the **assigned technician**.
3. Set the **Status**. When you set it to **Completed**, the spares listed under “Parts Used” are automatically deducted from inventory.
4. Add **downtime, labour hours and rate** for cost tracking, and add any **spares used** (or tap **Load machine parts list** to pull the machine’s usual parts).
5. Tap **Save**.



Only an **Admin** can delete a work order. Deleting a completed order returns its consumed stock automatically.

7. PM Schedules & the “Done” checkbox

Preventive Maintenance schedules are recurring tasks (e.g. “Check heater bands every 30 days”). Each schedule tracks when it was last done and automatically works out the next due date, with overdue / due-soon flags.

MaintainPro

- Dashboard
- Work Orders
- PM Schedules**
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Backup / Data

Lucro Plastecycle · Vadodara

Admin
Admin

Sign out / switch plant

Preventive Maintenance Schedules

Recurring tasks with auto next-due tracking + New Schedule

Tick **Done** ✓ when a task is completed — it records a completed entry and moves the next-due date forward.

DONE ✓	ASSET	TASK	FREQUENCY	ASSIGNED	LAST DONE	NEXT DUE	STATUS
<input type="checkbox"/>	PEL-01 · Strand Pelletizer	Inspect & rotate pelletizer cutter blades	every 14d	R. Mendez	2026-05-14	2026-05-28	6d overdue Raise WO
<input type="checkbox"/>	CH-01 · Process Water Chiller	Chiller condenser clean & flow check	every 90d	External	2026-03-05	2026-06-05	due in 2d Raise WO
<input type="checkbox"/>	EXT-01 · Twin-Screw Extruder	Check heater bands & thermocouples (all zones)	every 30d	S. Okafor	—	2026-06-08	due in 5d Raise WO
<input type="checkbox"/>	EXT-01 · Twin-Screw Extruder	Extruder gearbox oil change & screw inspection	every 180d	R. Mendez	2026-01-05	2026-07-05	on track Raise WO

- When a task is finished, tick the **Done** ✓ checkbox on its row. This records a completed entry and moves the **Next Due** date forward by the frequency.
- Use **Raise WO** instead when you want to create a work order to assign the upcoming task to someone.
- Bulk-add many PM tasks at once from Excel — see “Bulk upload”.

8. Assets / Machines & parts lists

Assets are your machines and equipment. Each has a code, name, category, location, criticality and status. The list shows how many spare parts and open work orders each machine has.

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- Assets**
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Backup / Data

Lucro Plastecycle · Vadodara

Admin
Admin

Sign out / switch plant

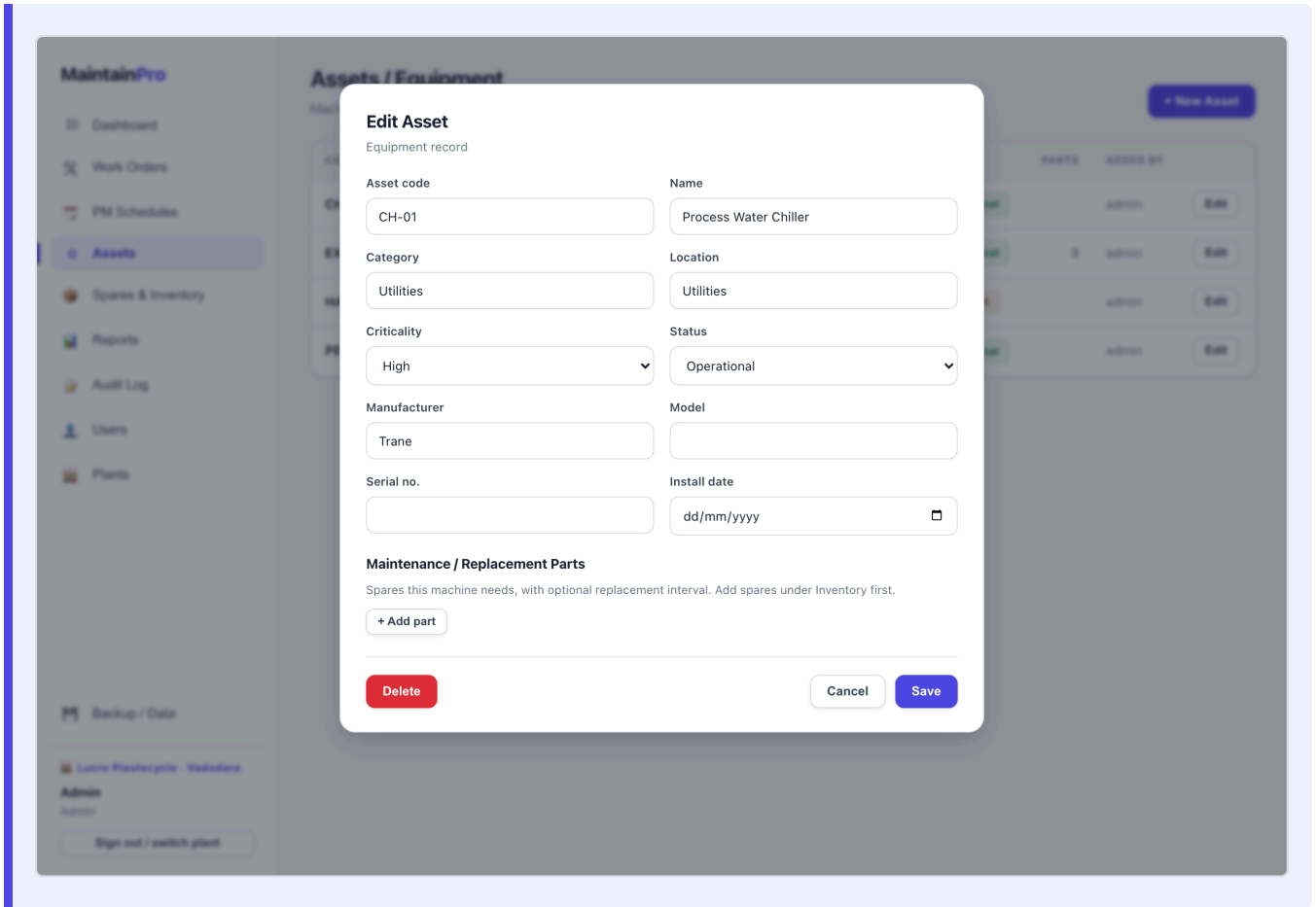
Assets / Equipment

Machine registry with per-machine parts lists

+ New Asset

CODE	NAME	CATEGORY	LOCATION	CRITICALITY	STATUS	PARTS	ADDED BY	
CH-01	Process Water Chiller	Utilities	Utilities	High	Operational		admin	Edit
EXT-01	Twin-Screw Extruder	Extruder	Compounding Line 1	Critical	Operational	3	admin	Edit
HAUL-01	Haul-off / Puller	Downstream	Profile Line 2	High	Degraded		admin	Edit
PEL-01	Strand Pelletizer	Pelletizer	Compounding Line 1	High	Operational		admin	Edit

Open a machine (Edit) to set its details and its **Maintenance / Replacement Parts** list — the spares that machine needs, each with a quantity, replacement interval and notes. This list can be pulled into a work order in one tap.



9. Spares & Inventory

This screen shows every spare part: quantity **Available** versus **Used**, minimum (reorder) level, unit cost in ₹, and stock value. A coloured bar shows the stock level; low or out-of-stock items are flagged red/amber.

MaintainPro

Spares & Inventory
Stock on hand vs. consumed - value ₹34,300.00

↑ Receive Stock + New Spare

Search part no, name, category...

Export CSV

PART NO.	NAME	CATEGORY	LOCATION	AVAILABLE	USED	MIN	STOCK	UNIT COST	VALUE	ADDED BY
HTR-CB35	Ceramic Heater Band 35mm 2kW	Heater	Rack A-1	7	1	6	<div style="width: 116.67%;"></div>	₹3,500.00	₹24,500.00	admin
BLD-PEL	Pelletizer Cutter Blade	Wear part	Rack B-4	0	0	2	<div style="width: 0%;"></div>	₹6,500.00	₹0.00	admin
SCR-120	Screen Pack 120 mesh	Filtration	Rack B-1	40	0	20	<div style="width: 200%;"></div>	₹120.00	₹4,800.00	admin
TC-J200	Type-J Thermocouple 200mm	Sensor	Rack A-2	4	1	4	<div style="width: 100%;"></div>	₹1,250.00	₹5,000.00	admin

Backup / Data

Lucro Plastecycle - Vadodara

Admin
Admin

Sign out / switch plant

- + **New Spare** adds an item. ↑ **Receive Stock** adds incoming quantity when a delivery arrives.
- Stock goes **down automatically** when a work order that uses the part is marked Completed — so “used vs available” stays accurate without manual counting.

10. Reports & PM Compliance

The Reports screen leads with **PM Compliance**: the percentage of preventive tasks that are on time, how many are overdue, what’s due in 7 days, and how many were completed in the last 30 days. Below are an overdue-tasks list, compliance by technician, and cost/downtime by machine.

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Backup / Data

Lucro Plastecycle · Vadodara

Admin
Admin

Sign out / switch plant

Reports

PM compliance, performance & inventory consumption

[Export CSV](#)

Preventive Maintenance Compliance

ON-TIME COMPLIANCE

75%

3 of 4 active on schedule

OVERDUE TASKS

1

need attention now

DUE IN 7 DAYS

2

coming up

COMPLETED (30 DAYS)

0

tasks ticked done ✓

Overdue PM Tasks

TASK	ASSET	ASSIGNED	DUE	OVERDUE
Inspect & rotate pelletizer cutter blades	PEL-01 · Strand Pelletizer	R. Mendez	2026-05-28	6d

Compliance by Technician

TECHNICIAN	TASKS	OVERDUE	ON-TIME
R. Mendez	2	1	50%
S. Okafor	1	0	100%
External	1	0	100%

Work Orders & Cost

TOTAL WOS

3

1 completed

PM VS CM

33%

1 PM · 2 CM

TOTAL COST

₹5,350.00

parts ₹4,750.00

TOTAL DOWNTIME

2.0h

completed jobs

Cost & Downtime by Asset

ASSET	JOBS	DOWNTIME	COST
EXT-01 · Twin-Screw Extruder	1	2.0h	₹5,350.00

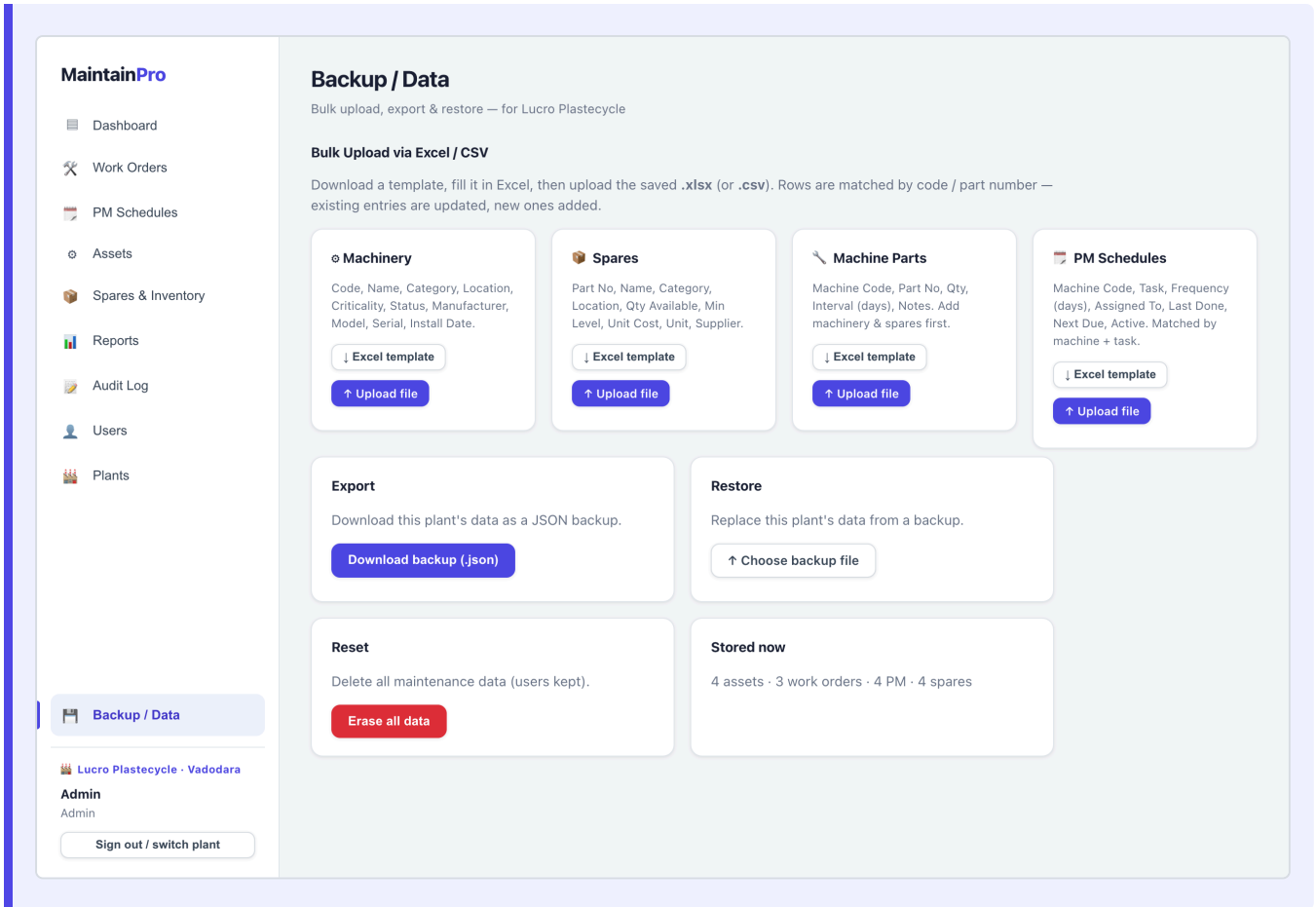
Top Consumed Spares

PART	USED	AVAIL	COST OF USE
Ceramic Heater Band 35mm 2kW HTB-CB35	1	7	₹3,500.00

- Use **Export CSV** to download any of these for sharing or record-keeping.

11. Bulk upload with Excel

Instead of typing records one by one, you can upload many at once. Go to **Backup / Data**. There are upload cards for **Machinery, Spares, Machine Parts and PM Schedules**.



1. Tap ↓ **Excel template** to download a ready-made spreadsheet with the right columns.
2. Fill it in Excel (or Google Sheets) and save it.
3. Tap ↑ **Upload file** and pick your file. It imports immediately and shows how many rows were added / updated / skipped.

Rows are matched by code / part number, so re-uploading an updated sheet **updates** existing records instead of creating duplicates.

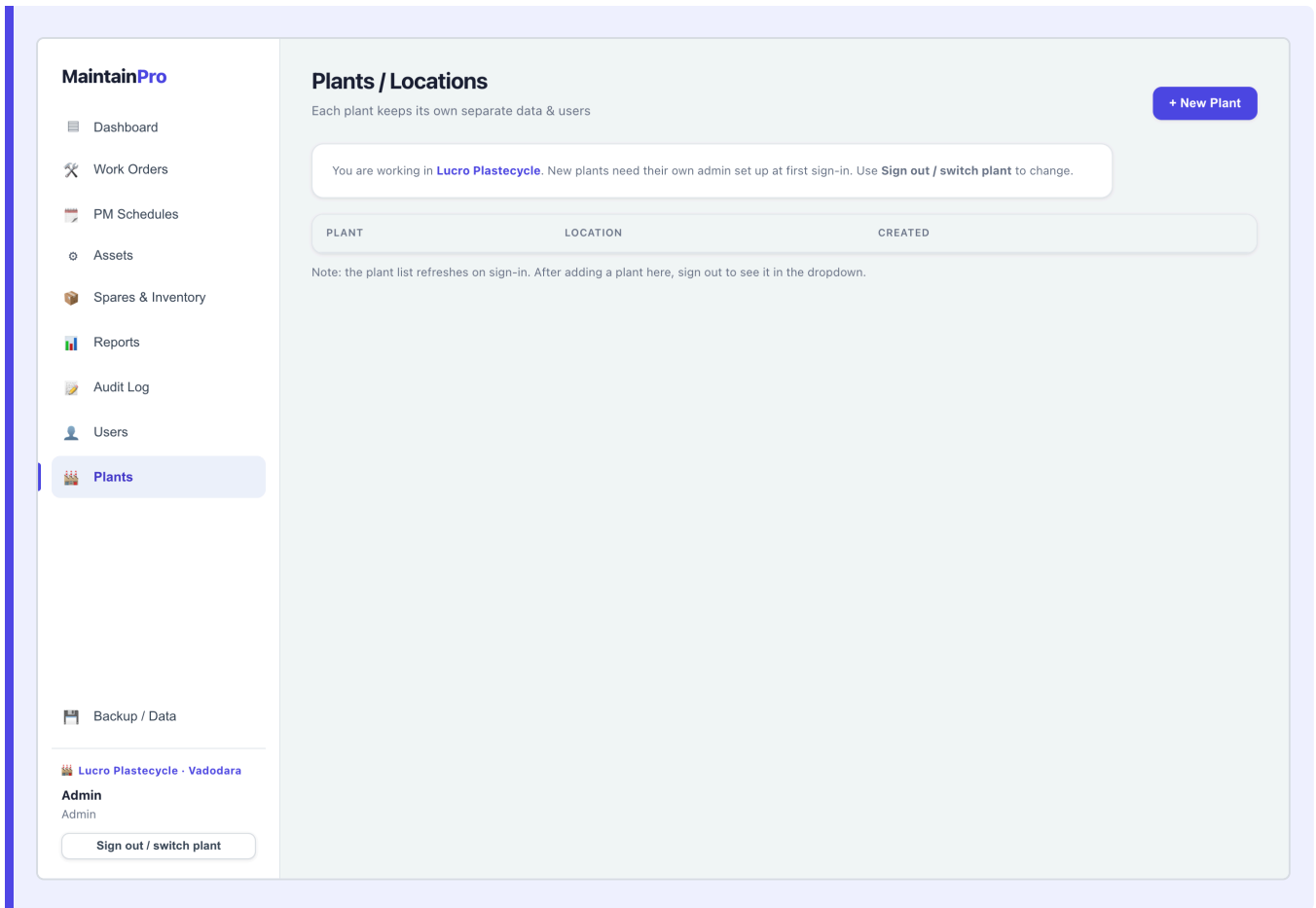
12. Users & approving requests

Admins manage who can use their plant from the **Users** screen. You can add users, set each person as **User** or **Admin**, reset passwords, and edit accounts.

- Any pending **sign-up requests** for your plant appear at the top with **Approve as User**, **as Admin**, or **Reject**.
- Approving creates the account immediately; the person can then sign in with the password they chose.

13. Plants

Each plant/location keeps its own separate data and users. Admins see the ****Plants**** screen to add, rename or remove locations. To work in a different plant, sign out and pick it on the login screen.



14. Superadmin (all plants)

The Superadmin is one master account that oversees everything. Sign in via ****★ Superadmin sign-in**** (no plant needed). The home screen lists every plant with its machine/spare/work-order/user counts.

★ Superadmin
Super Admin · oversees all plants

[+ New Plant](#) [Sign out](#)

PLANTS: **1** TOTAL MACHINES: **4** TOTAL SPARES: **4** TOTAL WORK ORDERS: **3**

🔒 Pending sign-up requests (1)

NAME	USERNAME	PLANT	NOTE	REQUESTED	
Amit Kumar	amit	Lucro Plastecycle	Maintenance technician, Line 1	3 Jun 2026, 3:18 pm	Approve as User as Admin Reject

All Plants — click Open to manage one

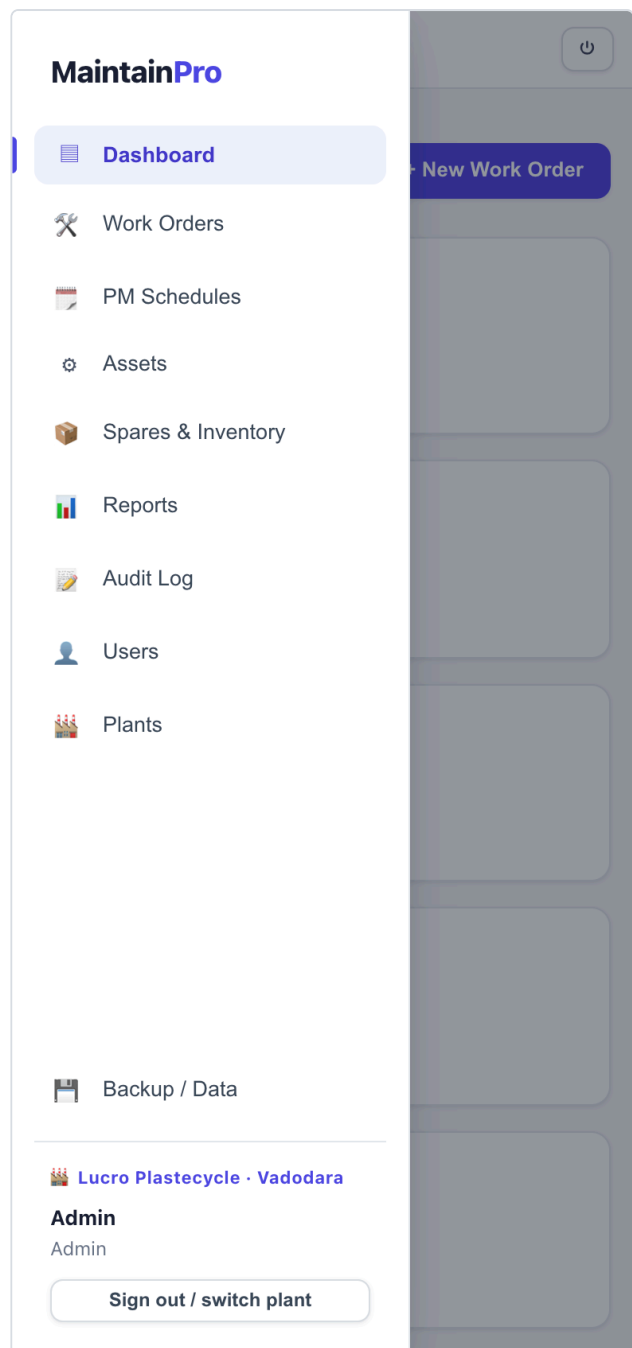
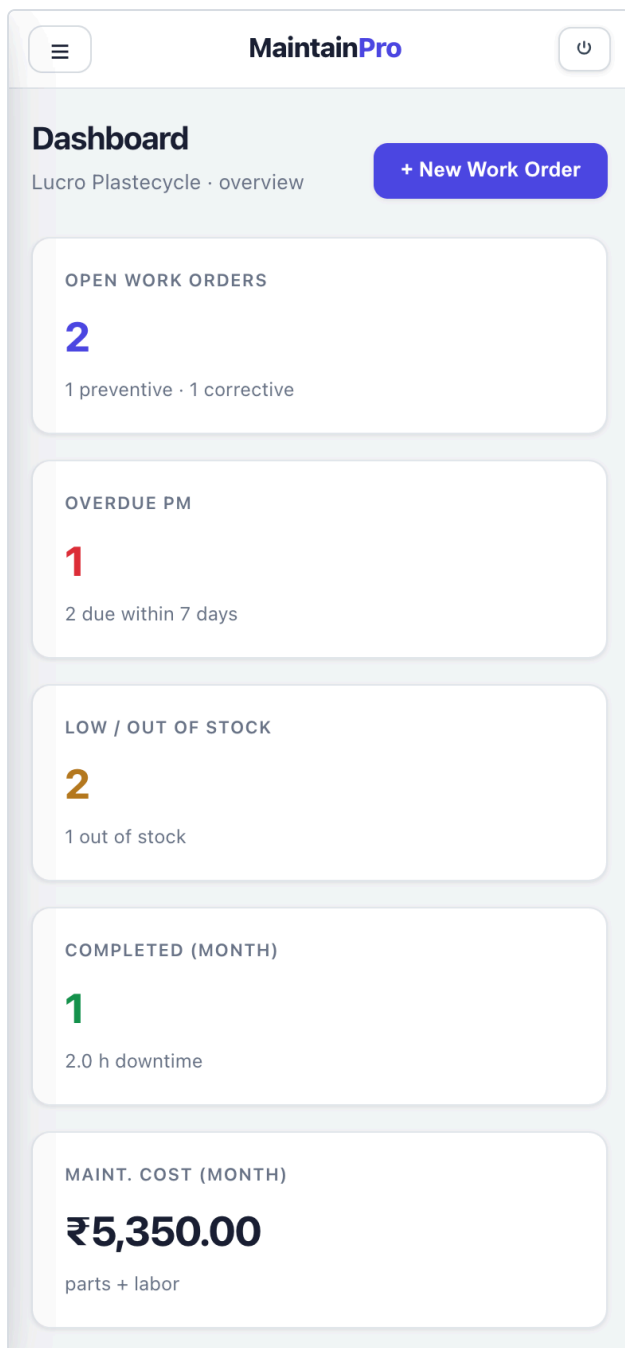
PLANT	LOCATION	MACHINES	SPARES	WORK ORDERS	USERS	
Lucro Plastecycle	Vadodara	4	4	3	2	Open ▶ Edit Delete

Opening a plant signs you in as its admin. A brand-new plant still needs its own admin account created (open it → Users → + New User).

- **Open** any plant to manage it as an admin; a banner lets you jump back to “All plants”.
- **+ New Plant** creates a location; **Edit / Delete** manage existing ones.
- Pending **sign-up requests from every plant** are shown here for approval.

15. Using it on a phone

The app is fully mobile-friendly. The menu collapses into a ****≡ button**** at the top — tap it to slide the menu in. Cards stack neatly and wide tables scroll sideways.



16. Tips & good practices

- Mark work orders **Completed** (with the spares used) so stock and costs stay accurate.
- Tick PM tasks **Done** ✓ as soon as they're finished to keep your compliance % honest.
- Keep **minimum levels** set on spares so the dashboard warns you before you run out.
- Use **Backup / Data** → **Download backup** regularly to keep a copy of your plant's data.
- Give shop-floor staff the **User** role; keep **Admin** for supervisors who manage data and people.