

# How It Works

## Quick Start Guide

The purpose of the “Camp MAINT Manager” (CMM) Software Quick Start Guide is to get you up and running ASAP, saving you time, money and reducing stress. The patent pending “Camp MAINT Manager” Quadratic Algorithm does the rest.

We all know how temperamental Wi-Fi can be, No Problem! The CMM Software is the "only" Employee Scheduling Software with an Employee Task Scheduler that works "off-line" when an Internet connection isn't available. It's important to work online when you can to insure you're CMM Software database is backed up to your account on the CMM website. If you must work "off-line", it's important to perform a Sync Data when an Internet connection is available. This will insure you're CMM Software database is backed up to your account on the CMM website. This will also ensure that all devices are working off the same database.

Working online will allow you to email Weekly and Monthly Schedules to Work Campers with a single click. Working online will also allow you to receive CMM Software updates. If you must work offline, you can print your schedules and distribute them manually.

1. Before or after downloading and installing the CMM Software for the first time, it is “recommended” to check your Microsoft Store settings and turn on update apps automatically. Although recommended this is not a requirement.

### For Windows 10

- a. Select the **Start** screen, then select **Microsoft Store**.
- b. In Microsoft Store at the upper right, select the account menu (the three dots) and then select **Settings**.
- c. Under **App updates**, set **Update apps automatically** to **On**.

### For Windows 8.1 and Windows RT 8.1

- a. On the Start screen, select **Store** to open the Store.
- b. Swipe in from the right edge of the screen, and then tap **Settings**.  
(If you're using a mouse, point to the lower-right corner of the screen, move the mouse pointer up, and then click **Settings**.)
- c. Tap or click **App updates**.
- d. Make sure **Automatically update my apps** is set to **Yes**.

**Note:** Whenever logging into the Camp MAINT Manager (CMM) Software, if you see the message **Camp MAINT Manager Update Available [UPDATE NOW !!!](#)**, this means you are not running the latest version of the software. It is recommended that you update to the latest version by clicking on **[UPDATE NOW !!!](#)**. You will then be taken to the Windows Store. When you click on “Get”, the CMM Software will be closed. The most recent version of the CMM Software will then be downloaded and installed. **If it seems as though nothing is happening, “please be patient”, there is a lot of work being performed in the background. If the message “error” appears, no problem, just click on the Refresh symbol and you’re done.** You will also receive an email reminder with directions on how to update the CMM Software.

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2. If there are other individuals in your organization that would like to see information related to any of the following, they can download a copy of the CMM Software. See #3 below.
  - a. Active and Inactive Employees
  - b. Who and When is Assigned to Perform Specific Duties?
  - c. Weekly and Monthly Schedules
  - d. Payroll Data
  - e. Past, Current and Future Activity Data
  - f. Past, Current and Future Project Data
  - g. Vendor Information
3. Each campground is “only” required to own 1 copy of the CMM Software. Once purchased, it can be downloaded and used on as many devices as needed.
  - a. Using the same username and password that was used to register your campground account on the CMM website, login to the CMM website and click on Download CMM on the CMM SOFTWARE dropdown menu on the top menu bar. Click the DOWNLOAD CMM SOFTWARE button at the bottom of the page.
  - b. Launch the CMM Software and login with the same username and password that was used to register your campground account on the CMM website.
4. **Account Settings:** Click on “Account Settings” on the “ACCOUNT SETTINGS” dropdown menu and enter your Campground, RV Park or Mobile Home Community information.
5. **MAINT Duty List:** Click on “MAINT Duty List” on the “MAINT DUTY FORMS” dropdown menu. A comprehensive list of Maintenance Duties for all Work Camper types will appear. If you would like to create a custom Maintenance Duty List, click the Create Custom My MAINT Duty List button.
6. **My MAINT Duty List:** Click on “My MAINT Duty List” on the “MAINT DUTY FORMS” dropdown menu. Follow the footnote instructions in the lower left corner of the form to create your own custom MY MAINT Duty List.

Once created, you have 3 options. Simply click on the appropriate button. Option 1 click on “Use My MAINT Duty List ONLY” button, Option 2 click on the “Use combined My MAINT Duty List and MAINT Duty List” button, or option 3 click on “Use My MAINT Duty List ONLY” button.

7. **Combined MAINT Duty List:** Click on Combined MAINT Duty List on the “MAINT DUTY FORMS” dropdown menu. The combined MAINT Duty List and My MAINT Duty List will appear. To modify the MY MAINT Duty List portion of the Combined MAINT Duty List, click the Create Custom My MAINT Duty List button.

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## MAINT Duty Tips

When you click on the MAINT Duties link to enter the Work Camper’s Assigned Maintenance Duties and Activities, you have the option to enter the Work Camper’s main job duty(s), designate who is authorized to operate specific equipment, or a detailed description of the Maintenance Duties and Activities that you want them to perform, which is a great training tool.

MAINT Duties only appear on Weekly Schedules. Although MAINT Duties are good for training purposes, you are not required to use them. The Work Camper’s WORK CAMPER TYPE automatically appears on both Weekly and Monthly Schedules.

If you would like to make it known on the Weekly or Monthly Schedule that the Work Camper is a Manager, Assistant Manager, Supervisor or Activity Director, we make it easy. Just select the appropriate MAINT Duty on the MAINT Duty List that represents the Work Camper’s WORK CAMPER TYPE and associated Manager, Assistant Manager, Supervisor or Activity Director position. See below required MAINT Duty Descriptions.

If you prefer to use your own custom My MAINT Duty List instead of the provided MAINT Duty List, and you would like to make it known on the Weekly or Monthly Schedule that the Work Camper is a Manager, Assistant Manager, Supervisor or Activity Director, just select the required Abbreviated MAINT Duty Description and enter the related MAINT Duty from the below required MAINT Duty Descriptions. Check to ensure the spelling is exactly as shown below.

### Required (Manager, Assistant Manager, Supervisor & Activity Director) MAINT Duty Descriptions

- |                                    |                                  |
|------------------------------------|----------------------------------|
| A/D/A - activity director          | M/E - property manager           |
| A/D/A - property manager           | M/E - property assistant manager |
| A/D/A - property assistant manager | M/E - maintenance supervisor     |
| HK - property manager              | R/R - property manager           |
| HK - property assistant manager    | R/R - property assistant manager |
| HK - housekeeping supervisor       | R/R - office supervisor          |

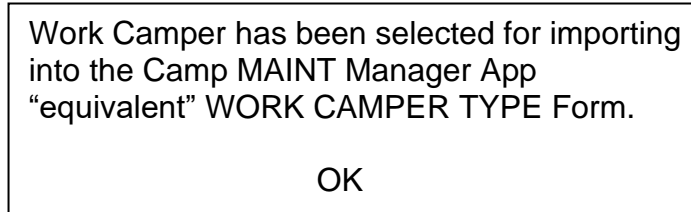
8. **Work Camper Type Forms:** On the “WORK CAMPER TYPE” dropdown menu, click on the “Work Camper Type Form” to be edited and follow the instructions in the lower left corner.

**We make it even easier if the Work Camper is registered on the CampgroundManagerManage.com (CMM) website. If they are not, we recommend asking them to register on the CMM website.**

- a. Go to the “Favorite Work Campers” form on your CMM website dashboard.

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- b. Click on the Star symbol in the “Sync with CMM App” column. The below popup will appear confirming that a Work Camper has been selected for importing into the Camp MAINT Manager App “equivalent” WORK CAMPER TYPE Form. Click OK to confirm.



Click the “Import Work Camper’s Info from CMM Website” button on the CMM Software WORK CAMPER TYPE Form to import the Work Camper’s information from their My WORK CAMPER TYPE Form on the CMM Website. The Work Camper’s information will be Imported and/or Updated. Follow the instructions in the lower left corner to complete the form.

9. **Work Camper Request Time-Off Form:** When you receive a time-off request from a Work Camper, go to the Work Camper’s “WORK CAMPER TYPE” Form” and click on the “Request Time-Off” button. Follow the instructions in the lower left corner.
10. **Send Shift Reminder:** To start or stop sending a Work Camper “Shift Reminders”, go to the Work Camper’s “WORK CAMPER TYPE Form” and select Yes or No on the “Send Shift Reminder” column dropdown menu.
11. **Work Camper Payroll Form:** Go to the Work Camper’s “WORK CAMPER TYPE” Form” and click on the “Work Camper Payroll” button to view, download and save the Work Camper Payroll Form as an Excel document.
12. **NEW Weekly Schedule:** Follow the below steps when creating a NEW Weekly Schedule.
  - a. Click “NEW Weekly Schedule” on the “WEEKLY/MONTHLY SCHEDULE” dropdown menu. Click on the Sunday that represents the first day of the week to Publish the “Weekly Schedule”.
  - b. Click Weekly Schedule (View “Current” or “Repeated” Weekly Schedule here) on the “WEEKLY/MONTHLY SCHEDULE” dropdown menu to view the “Weekly Schedule”.
  - c. Select the required print option button to print the “Weekly Schedule”.
  - d. Click the “Email Weekly Schedule” button to email the “Weekly Schedule” to all Managers and Work Campers.
13. **Edit Weekly Schedule:** To edit the current Weekly Schedule, click the “Edit Weekly Schedule” button on the “Weekly Schedule”, or click “Edit Weekly Schedule” on the

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“WEEKLY/MONTHLY SCHEDULE” dropdown menu. Editing the Weekly Schedule gives you the option to be more specific about who performs what “duties” on a specific day and/or time. To perform edits, follow the instructions in the lower left corner of the form. Make your edits and click the “Save Weekly Schedule” button.

14. **Repeat Weekly Schedule:** To repeat the current Weekly Schedule for the upcoming week, click “Repeat Weekly Schedule” on the “WEEKLY/MONTHLY SCHEDULE” dropdown menu. The “repeated” Weekly Schedule will appear with next week’s dates. To view the “repeated” Weekly Schedule, click Weekly Schedule (View “Current” or “Repeated” Weekly Schedule here).
15. **Sign-in Sheets:** Click on “Sign-in Sheets” on the “WEEKLY/MONTHLY SCHEDULE” dropdown menu to View, Email, Print and Delete Work Camper’s Sign-in sheets.
16. **Sign-in Sheets Form:** Click on Sign-in Sheets Form to print a blank form and fill it out manually.
17. **NEW Monthly Schedule:** Follow the below steps when creating a new monthly schedule.
  - e. Click “NEW Monthly Schedule” on the “WEEKLY/MONTHLY SCHEDULE” dropdown menu. Click on “any” day of the month to Publish the “Monthly Schedule”.
  - f. Click “Repeat Monthly Schedule” (The current “Monthly Schedule” will appear with next month’s dates).
  - g. Click Monthly Schedule (View “Current” or “Repeated” Monthly Schedule here) on the “WEEKLY/MONTHLY SCHEDULE” dropdown menu to view the “Monthly Schedule”.
  - h. Click the “Email Monthly Schedule” button to email the “Monthly Schedule” to all Managers and Work Campers.
18. **Edit Monthly Schedule:** To edit the Monthly Schedule, click on the Work Camper’s name or Start Time & End Time. Make your edits and click the “Save Monthly Schedule” button.
19. **Repeat Monthly Schedule:** To repeat the current monthly schedule for the upcoming month, click “Repeat Monthly Schedule” on the “WEEKLY/MONTHLY SCHEDULE” dropdown menu. The “repeated” Monthly Schedule will appear with next month’s dates. To view the “repeated” Monthly Schedule, click Monthly Schedule (View “Current” or “Repeated” Monthly Schedule here).

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## Weekly / Monthly Schedule Hints

After creating your first Weekly Schedule using step 12, you have the option of creating the next weekly schedule in the same manner, or if nothing other than the dates have changed, you can create next week's schedule by simply clicking on "Repeat Weekly Schedule" on the "WEEKLY/MONTHLY SCHEDULE" dropdown menu. If you need to make any changes to the Weekly Schedule, click the "Edit Weekly Schedule" button on the "Weekly Schedule", or click "Edit Weekly Schedule" on the "WEEKLY/MONTHLY SCHEDULE" dropdown menu. Make your edits and click the "Save Weekly Schedule" button.

After creating your first Monthly Schedule using step 17, you have the option of creating the next Monthly Schedule in the same manner, or if nothing other than the dates have changed, you can create next month's schedule by clicking on "Repeat Monthly Schedule" on the "WEEKLY/MONTHLY SCHEDULE" dropdown menu. If you need to make any changes to the Monthly Schedule, click on the Work Camper's name or Start Time & End Time. Make your edits and click the "Save Monthly Schedule" button.

20. Experience the true power and versatility of the CMM Software by exploring the variety of forms and options on the "MAINT DUTY FORMS" and "WEEKLY SCHEDULE" dropdown menus.

### MAINT DUTY FORMS

- Activity Schedule Form
- All Work Camper Payroll Form
- Campground Inspection Form
- MAINT Request Form
- Maintenance Report Form
- Monthly Swimming Pool Report Form
- Project List Form
- Supplies Request Form
- Vendors & Suppliers Form

### WEEKLY/MONTHLY SCHEDULE

- Sign-in Sheets
- Sign-in Sheets Form

21. **Activity Schedule:** Click on the "Activity Schedule Form" on the "MAINT DUTY FORMS" dropdown menu. Follow the footnote instructions in the lower left corner of the form.

22. **All Work Camper Payroll Form:** Click on the All Work Camper Payroll Form to view, download and save an All Work Camper Payroll Form as an Excel document.

23. **Project List Form:** Click on the "Project List Form" on the "MAINT DUTY FORMS" dropdown menu. Follow the footnote instructions in the lower left corner of the form.

24. **Vendors & Suppliers Form:** Click on the "Vendors & Suppliers Form" on the "MAINT DUTY FORMS" dropdown menu. Follow the footnote instructions in the lower left corner of the form.

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## No Worries!

Whenever in doubt as to what to do next “no worries” instructions are provided in the form of footnotes where applicable. There is no need to search a large complicated instruction manual.

We love to hear from our users. If you still have a question or would like to make a suggestion, please call Support at 715-781-5132, or use the provided form at [www.campgroundmaintenancemanager.com/Support](http://www.campgroundmaintenancemanager.com/Support).

## Uninstalling the CMM Software

Perform the following to “uninstall” the **CMM Software**.

1. Click on the **Windows App Icon** in the lower left corner of your Windows device.
2. When you locate the **Camp MAINT Manager** software, right click on **Camp MAINT Manager** and select **Uninstall**.

*“We Work Smarter so you Work Less”*