



2nd Quarter Newsletter, 2017

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## TMA News

### 2017 User Conference



We had a great time at UC17! Our 20th User Conference offered more than 625 attendees the opportunity to participate in a variety of informative sessions, workshops, and roundtables. They gathered the valuable information that will help them take their organizations to a higher level. In addition, the event provided numerous opportunities to network, collaborate, and exchange ideas with both TMA staff and their peers.

So mark your calendar for April 10th-12th, 2018 for next year's event. You won't want to miss it!

If you were unable to make this year's event, don't worry! TMA's Client Relations team continues to provide a variety of world-class web-based educational events for WebTMA users. Take advantage of this opportunity to expand your knowledge of TMA products.

Since the conference, we have spent a significant amount of time reviewing ideas, comments, and suggestions for putting on next year's event as well as concepts related to future product and service offerings. Please feel free to send your comments and suggestions to: [UC2017@tmasystems.com](mailto:UC2017@tmasystems.com).

## Product Spotlight

### General Inspections

Simplify and streamline your inspection process throughout your entire organization with General Inspections. Your technicians will have a global checklist for assigned assets and areas. The process ensures that each check is reviewed in sequence and the results documented. Inspectors have the option of using a value reading, pass/fail status, and/or other ratings.

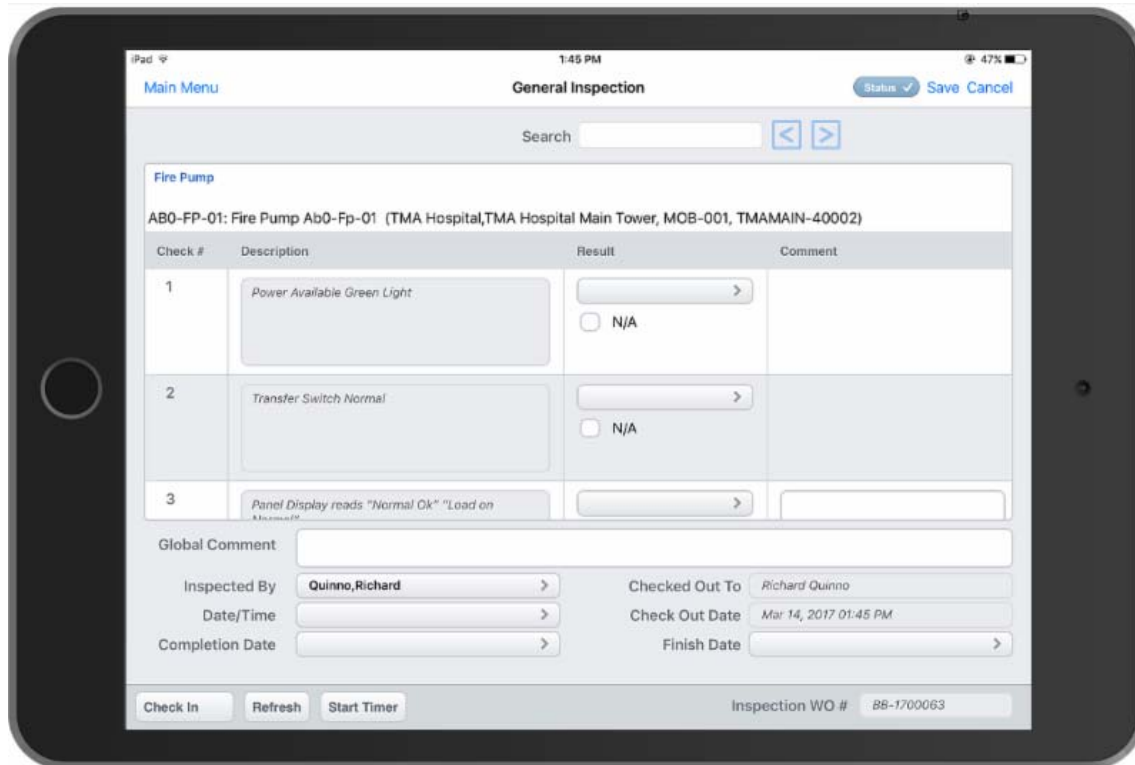
Utilizing WebTMA GO\*, technicians can use an iPad to electronically complete the inspections, eliminating the need to carry paper forms - saving time and lost paperwork. The results of their inspections can be uploaded for easy analysis.

The General Inspections module can be used to ensure the safety and reliability of your maintenance-worthy items.

Use the module to:

- Automatically generate a work order for a failed inspection point
- Review and correct actual and potential hazards
- Collect and retain inspection data for predictive maintenance analysis
- Utilize the PM scheduling function to assign an inspection task
- Eliminate paper inspection forms utilizing WebTMA GO\*

\* Requires a user license for WebTMA GO



For more information on the [General Inspections](#) module or any other TMA Product, contact [sales@tmasystems.com](mailto:sales@tmasystems.com) or visit [www.tmasystems.com](http://www.tmasystems.com).

## TMA Tech Tips

### Modify System Forms or Create Custom Forms to Streamline and Simplify Workflow

The System / Custom Form attributes features allow your organization to make modifications to System Forms or to create Custom Forms (assigned to groups or individual users) in WebTMA. These changes assist in streamlining the workflow and simplifying the pages for your users.

#### Making Changes to System Forms

Path: Admin > Form Attributes > System Form Attributes

The System Form Attributes window lets you make changes to WebTMA's forms. Changes to a System Form impacts ALL users who have access to the system form. The types of changes that can be made include, but may not be limited to the following:

- Field Level Changes
  - **Required:** Make the field a required entry.
  - **Enabled:** The field allows interaction, such as data entry.
  - **Visible:** Show the field or button on the window.
  - **Tab Stop:** Include or exclude the field as part of the tabbing navigation.
  - **Dropdown:** Include a down arrow in the field so users can view a selection list.
  - **Popup:** Show or hide the ellipsis button to allow or deny users a more complete search for field contents.
- Tabs: Establish what Tabs on a form should be hidden or displayed.
- Action Menu: Establish what Action Icons on a form should be hidden or displayed on the Action Menu.

#### Creating Custom Forms

Path: Admin > Form Attributes > Custom Form Attributes

If you have specific groups of users with different objectives and responsibilities, you can customize a page, such as the work order, to simplify it for use by specific types of employees. Essentially, you create a copy of an existing system form and make modifications. Also, on the Security Tab, **you determine the User, Group, or Repair Center that has permission to view the form.** As an option, you have the ability to override (hide) the system form when assigning the custom form to your users / groups.

When you add a form to this window, you create a copy of the form with a custom name and modify the form in the same manner as you would a system form (see above). In addition, the **Custom Form feature supports the ability to set certain data defaults.**

Description	Required	Enabled	Visible	Tab Stop	Dropdown	Popup	Default
Request #	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
Request Date	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
Requestor Name	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Phone #	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
Requestor E-mail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
Status	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Action Requested	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
Additional Comments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
Request Information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Request Type Desc	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">Set Value</a>
Department Name	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">Set Value</a>
Repair Center Name	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">Set Value</a>
Account #	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Select Location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>			

**Note: Your organization's WebTMA System Administrator(s) are the individuals who should make any changes to System Forms or create Custom Forms.**

## TMA Training

Each month we release free training videos for WebTMA users. This allows you to download and watch the training at your convenience. The videos detail product features, modules, and tricks of the trade that make your use of TMA products more efficient and rewarding. Instead of shuffling your schedule to make time for a monthly training, you are able to take advantage of our presenters' expertise when it is convenient for you.

The videos below have been released to the TMA Support Site at [www.tmasystems.net](http://www.tmasystems.net). To be notified about new videos as they become available for download, please contact us at [CRM2@tmasystems.com](mailto:CRM2@tmasystems.com).

### WebTMA

#### April - Utilizing CAFM

WebTMA CAFM is a powerful tool that offers a feature-rich, easy-to-use solution for viewing your CAD drawings. Understand how you can get the most value out of this effective tool. Learn how to link CAD drawings to the WebTMA database, how to update square footage based on actual drawings, and how to verify / import Area records from your drawings directly into WebTMA.



## May - WebTMA GO Configuration Setup - Overview

WebTMA GO is TMA's most robust mobile solution. Learn how to customize the look and sort order of the lists you access frequently within WebTMA GO. In addition, the training session reviews how to easily customize the configuration for each user logged in to maximize efficiency and user friendliness.

## June - Custodial Module with Custodial Inspections (REDO: 2.13.14)

See how the recently released Custodial Module has changed the way Custodial Inspections are performed. You will learn how to customize your custodial inspection forms for your set of ratings, how to generate custodial inspections automatically, and how to perform custodial inspections on a mobile device. Additional functionality will be presented for better reporting on your inspections as well as real-time monitoring of scores using Executive Dashboard.

## TMA Software Releases Available

All current versions are available on the TMA Support site. Contact TMA Client Support at 800.228.8765, or via e-mail at [support@tmasystems.com](mailto:support@tmasystems.com), for assistance or questions.

### WebTMA Client Hosted Updates

Release Version 5.1.21 (Current Release)

**WebTMA Handheld Device Updates** (The following are paired with the current release of WebTMA shown above)

WebTMA GO CH 5.1: Release Version 2.1.10 (Current App Store Release)  
mobileTMA GO CH 5.1: Release Version 1.3.12 (Current App Store Release)

### TMA Desktop Updates

#### Client Server Maintenance Releases

Release Version 8.1.2.15 (Current Release)

#### Non-Client Server Maintenance Release

Release Version 7.7.16 for non-client server

## Meet the New Crew

**Austin East** - Austin graduated from Oklahoma State University with a bachelor's degree in Computer Science. He joined the TMA engineering team in February and focuses on report based projects. When he is not spending his free time with his wife (Meg) and daughters (Elliette and Samantha), he enjoys playing video games.

**Gina Holloway** - With 20 years marketing experience and a degree from Northeastern State University, Gina joins our marketing department as the Digital Marketing Manager. Gina's expertise in digital marketing is paving the way for TMA's entrance to social media. You can now find TMA Systems on Facebook, Twitter, LinkedIn, and YouTube. She is a native Tulsa girl, loves bichon puppies and all things creative.

## About Us

To learn more about TMA, please visit [www.tmasystems.com](http://www.tmasystems.com).

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Let's stay connected!



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Sent by [marketing@tmasystems.com](mailto:marketing@tmasystems.com) in collaboration with



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