

Machine_Fault_Report

User manual — record machine faults and make professional reports



Version V1.0 · 10 October 2026

Hans Tandt

Contents

How to use this manual	3
What the program does.....	3
1. Start the program	3
Open the program.....	3
Accept the terms of use.....	4
Enter your details once.....	5
2. Record your first fault in 5 minutes	5
3. Set up your sites and machines	6
Add or change a site.....	6
Add or change a machine.....	7
Read the machines list.....	8
4. Record and follow up a problem	9
Fill in the problem.....	9
Choose the right priority.....	9
Mark a safety issue.....	10
Add photos.....	10
Close a problem.....	11
Save your work.....	11
Find a problem.....	11
5. Make a report	11
Open an earlier report.....	13
6. Bring in old reports and Excel lists	13
Import an old report or an Excel list.....	13
Make an Excel list.....	14
7. Read the statistics	15
8. Change the settings	16
9. Back up, update and solve problems	17
Know where your data is.....	17
Back up your work.....	17
Install a new version.....	17
Solve a problem.....	17
Glossary	18

How to use this manual

This manual shows you, step by step, how to record machine faults and turn them into a report.

- Chapter 2 gets you started in 5 minutes.
- Every task has numbered steps. Do them in this order.
- A number in a picture matches the same number in the text.
- TIP, NOTE and TRAP boxes give a better way, extra context or a risk.

What the program does

Machine_Fault_Report keeps a fault log per machine. A fault log is the list of all problems of one machine. From that log you make a report in Word and PDF, in English, French, German or Dutch.

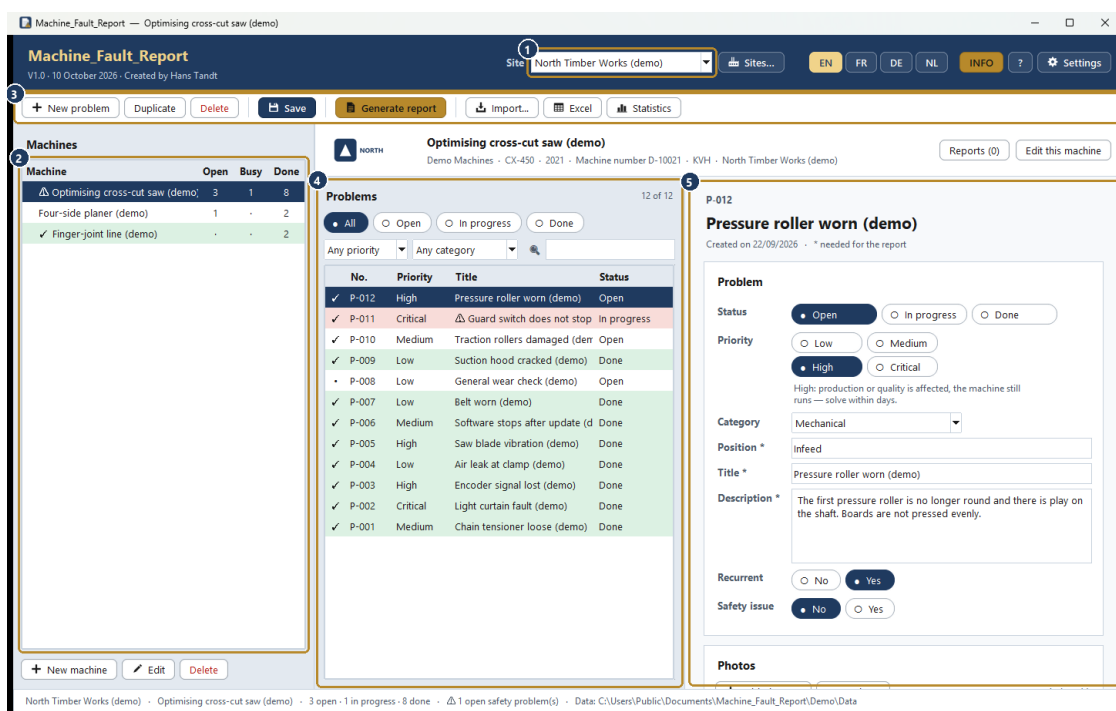


Figure 1. The main window: everything for one machine on one screen.

1. Site list: choose the site you work on.
2. Machines: the machines of that site, with their open, busy and done problems.
3. Toolbar: add, save, report, import, Excel and statistics.
4. Problems: the fault log of the selected machine.
5. Problem form: every detail of the selected problem.

1. Start the program

Open the program

1. Unzip Machine_Fault_Report_V1.0.zip to a folder you can write to, for example your Desktop.
2. Open that folder and double-click Machine_Fault_Report.exe.
3. Wait a few seconds. The start picture with the technician appears, then the main window.



TRAP — Windows protected your PC

Windows can show this blue window because the program is not signed. Click More info, then Run anyway.



NOTE — The first start is slower

Your virus scanner checks the program folder once. The next starts are faster.

Accept the terms of use

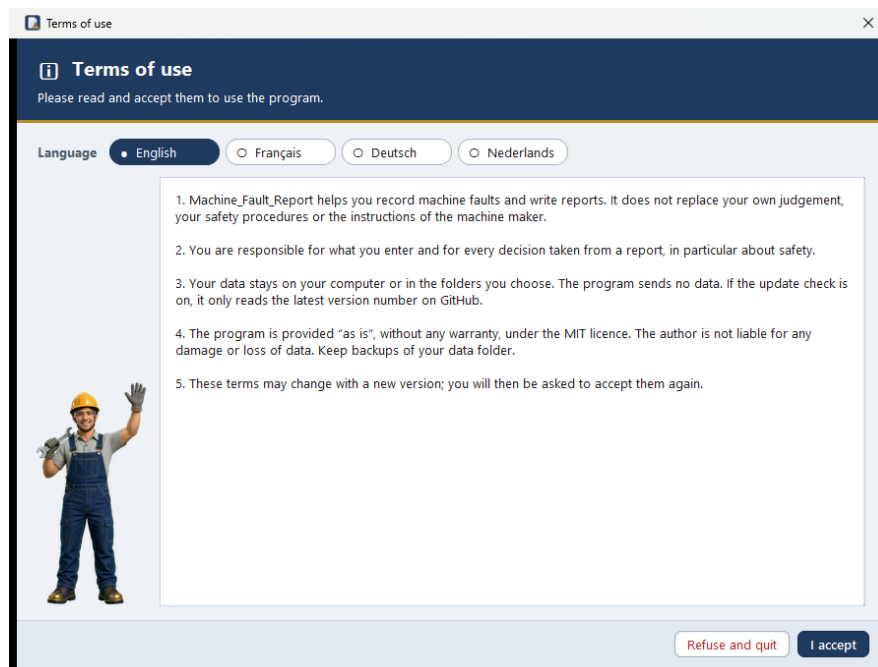


Figure 2. Choose your language, read the terms and click I accept.

1. Choose your language at the top of the window.
2. Read the terms.
3. Click I accept.

The program now shows demo data. You can try every screen at once.

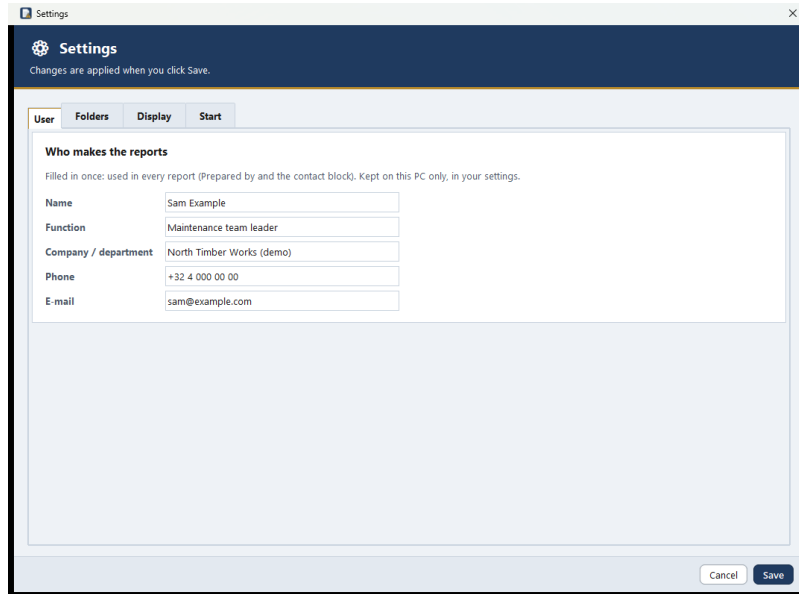


NOTE — Demo data

The demo data is fictitious. When you are ready, click Use my own folders. Your work then goes to Documents\Machine_Fault_Report.

Enter your details once

1. Click Settings at the top right.
2. Open the User tab.
3. Type your name, function, company, phone and e-mail.
4. Click Save.



Settings

Changes are applied when you click Save.

User Folders Display Start

Who makes the reports

Filled in once: used in every report (Prepared by and the contact block). Kept on this PC only, in your settings.

Name	Sam Example
Function	Maintenance team leader
Company / department	North Timber Works (demo)
Phone	+32 4 000 00 00
E-mail	sam@example.com

Cancel Save

Figure 3. Your details appear on every report you make.



TIP — Only on this PC

Your details stay in the settings of this PC. Nobody else sees them, until you send a report.

2. Record your first fault in 5 minutes

Goal: one fault with a photo, saved. You need a site with a machine. The demo data has both.

1. Choose your site in the site list at the top.
2. Click a machine in the Machines list.
3. Click New problem (1).
4. Type a short title (2), for example Chain guard loose.
5. Click Add photos... (3) and choose one or more photos.
6. Click Save (4).

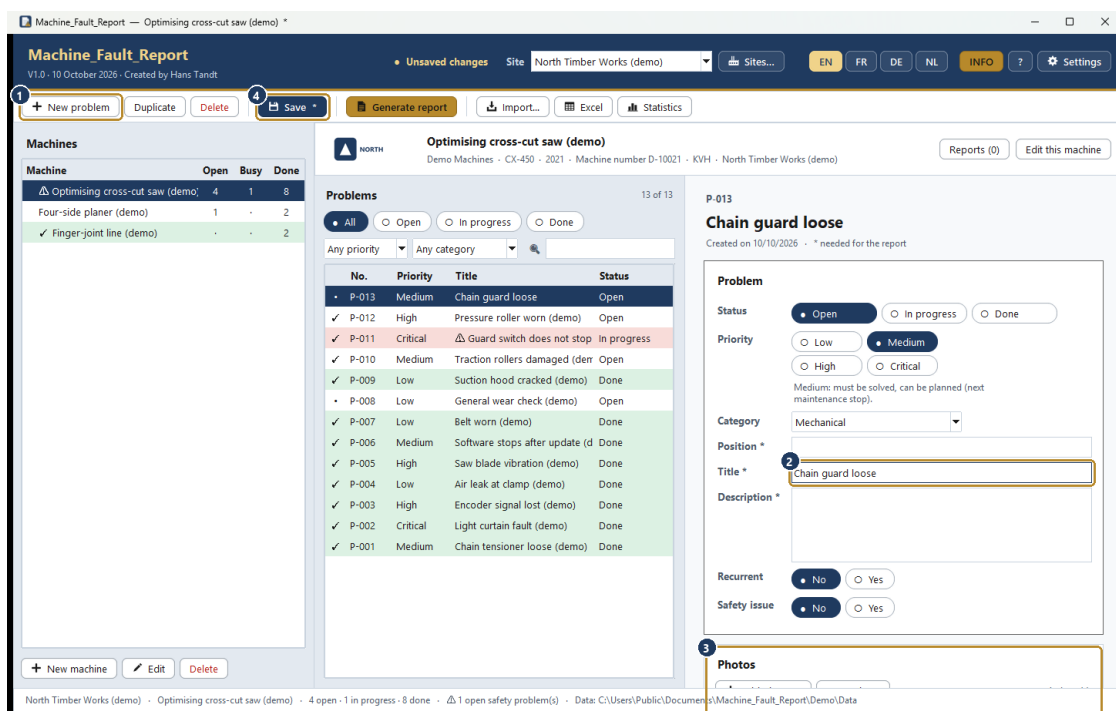


Figure 4. A new problem: title, photo, Save.

Done. The problem is in the list with its own number, for example P-013. Numbers are never used twice.



TIP — Paste a screenshot

Press Win+Shift+S and select a part of the screen. Then press Ctrl+Shift+V in the program: the picture becomes a photo of the problem.

3. Set up your sites and machines

A site is a plant or a workshop. Each site has its own machines.

Add or change a site

1. Click Sites... next to the site list.
2. Click Add.
3. Type the name, the location and the currency.
4. Choose the document language. The reports of this site are made in this language.
5. Click Choose... to add the logo of the site.
6. Click Save.

Sites

Saved in the data folder: C:\Users\Public\Documents\Machine_Fault_Report\Demo\Data

Sites (machines)

- North Timber Works (demo) (3)
- Scierie du Sud (d mo) (1)

Site

Name *: North Timber Works (demo)

Location: Demo town

Currency:  

Document language: ☒ English ☐ French ☐ German ☐ Dutch

Logo: Choose... Remove

Notes: Fictitious demo site.

This site has 3 machine(s). Machines are added and changed in the Machines list of the main window.

+ Add Duplicate Delete

Cancel Save

Figure 5. The Sites window: the list on the left, the details on the right.



NOTE — Duplicate a site

A copied site has no machines. The machines and their fault logs stay with the original site.

Add or change a machine

1. Choose the site in the site list.
2. Click New machine under the Machines list.
3. Type the name and the other details.
4. Click Save.

Figure 6. Only the name is required. The other details appear on the report.

To change a machine, double-click it or click Edit. Right-click a machine to move it up or down in the list.

Read the machines list

Machines				
Machine	Open	Busy	Done	
⚠ Optimising cross-cut saw (demo)	3	1	8	
Four-side planer (demo)	1	·	2	
✓ Finger-joint line (demo)	·	·	2	

Figure 7. Open, Busy and Done show the state of each machine at a glance.

Row	Meaning
Red	A safety problem is still open.
Yellow	Work is in progress, no safety problem is open.
Green	Every problem of this machine is done.
White	There are open problems, or no problems yet.



TRAP — Delete a machine

Delete removes the machine from the list. Its fault log stays in the data folder, but the program no longer shows it.

4. Record and follow up a problem

Fill in the problem

Field	What to write
Status	Open, In progress or Done.
Priority	How urgent it is. See the next section.
Category	Mechanical, Electrical, Pneumatic, Hydraulic, Software / control, Safety or Other.
Position	Where on the machine, for example Infeed.
Title	One short line. It is shown in the list and in the report.
Description	What you see, and when it happens.
Recurrent	Yes if the problem happened before.
Safety issue	Yes if people can get hurt.



NOTE — Fields with *

A * means: needed for the report. You can save without it and complete it later.

Choose the right priority

☐ Low
 ☐ Medium
 ☐ High
 ☒ Critical

Critical: the machine is stopped or people are in danger
— act now.

Figure 8. The meaning of the chosen priority appears under the buttons.

Priority	When to choose it
Critical	The machine is stopped or people are in danger. Act now.
High	Production or quality is affected, but the machine still runs. Solve within days.
Medium	It must be solved, but it can be planned, for example at the next maintenance stop.
Low	A minor point. Solve it when convenient.

Mark a safety issue

1. Set Safety issue to Yes.
2. Click the sign that fits the danger.



General warning



Crushing of hands



Warning + machine



Electricity



Hot surface



Cutting / saw blade



Suspended load



Forklift traffic

Figure 9. The 8 safety signs. The sign is printed on the report.



TRAP — Done means safe

A safety problem keeps the machine row red until it is done. Set it to Done only when the danger is really gone.

Add photos

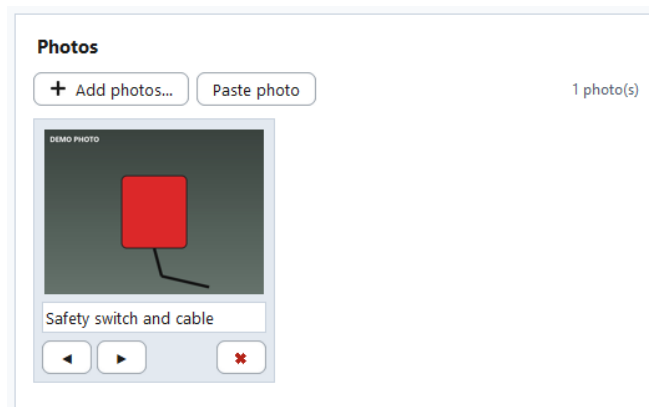


Figure 10. The caption is printed under the photo in the report.

- Add photos...: choose one or more photo files.
- Paste photo: paste a picture you copied before.
- Click a photo to see it large.
- ◀ and ▶ change the order. ✕ removes the photo.



NOTE — Your original photo

The program keeps a smaller copy (1600 pixels) in the data folder. Your original file stays where it was.

Close a problem

1. Set Status to Done. The Closing card appears with today's date.
2. Fill in who closed it and what was done.
3. Click Save.

The History card shows every saved change, with its date.

Save your work

Click Save or press Ctrl+S. While there are unsaved changes, the top bar shows Unsaved changes.

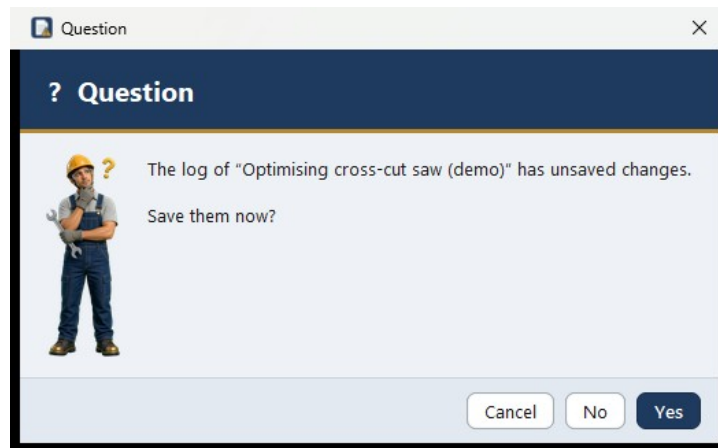


Figure 11. The program asks before you leave unsaved changes.

Button	What happens
Yes	The changes are saved, then the program continues.
No	The changes are thrown away.
Cancel	You stay where you are.

Find a problem

- All, Open, In progress, Done: show only the problems with that status.
- Priority and category lists: show only that priority or category.
- Search box: type a number, a word of the title or description, a position or a name.

5. Make a report

1. Select the machine.
2. Click Generate report.
3. Read the Points to check first.
4. Choose the problems, the languages and PDF.
5. Click Generate.

Generate report

Optimising cross-cut saw (demo) — choose the problems, the languages and the files.

Problems

• Open + newly done (12) ○ All (12) ○ Choose...

- ☒ P-012 Pressure roller worn (demo) · Open
- ☒ P-011 Guard switch does not stop the saw (demo) · In progress
- ☒ P-010 Traction rollers damaged (demo) · Open
- ☒ P-009 Suction hood cracked (demo) · Done
- ☒ P-008 General wear check (demo) · Open
- ☒ P-007 Belt worn (demo) · Done

Languages

☒ English ☐ Français ☐ Deutsch ☐ Nederlands

One file per language. The site's language is ticked first.

Title

Empty = "Problem Statement" in each language.

Prepared by

Sam Example

Remarks

Files

☒ Word (.docx) ☐ Also PDF (LibreOffice)

Points to check first

⚠ P-008 General wear check (demo) — missing: First step proposal, External support needed? Who?, Solution

Missing fields do not block the report: they are shown as "—".

Cancel Generate

Figure 12. The Generate window. Your name comes from Settings → User.

By default the report holds the open problems and the problems solved since the last report. A solved problem appears once as Done, then it leaves the report.

Problem Statement

Optimising cross-cut saw (demo)

North Timber Works (demo) · Demo town

3 OPEN **1** IN PROGRESS **1** DONE **1** SAFETY

MACHINE

Machine	Optimising cross-cut saw (demo)
Manufacturer	Demo Machines
Model	CK-450
Year	2023
Machine number	D-10021
Product line	KVM
Site	North Timber Works (demo)
Date	10/10/2026

PREPARED BY

Prepared by	Sam Example
Position	Maintenance team leader
Company	North Timber Works (demo)
Phone	+32 4 000 00 00
Email	sam@example.com

North Timber Works (demo) · Machine_Fault_Report V1.0 Page 1 / 7

Problem Statement Optimising cross-cut saw (demo) R-2026-001

P-010 Traction rollers damaged (demo)

• Open Medium Mechanical

POSITION	INTERNAL	RECURRENT
Inside machine	Mechanical	Yes
ASSIGNED TO	DESKLINE	CREATED
Technician A (demo)	—	12/08/2026

DESCRIPTION

Several traction rollers have cuts and flat spots.

PHOTOS

DEMO PHOTO

Photo P-010.1 Drive gear with a broken tooth

FIRST STEP PROPOSAL

Count the spare rollers in stock.

EXTERNAL SUPPORT NEEDED? WHO?

No

SOLUTION

Replace the damaged rollers.

ACTION ITEMS

Item	Deadline	Status	Deadline	Cost
Replace rollers	—	Open	—	—

North Timber Works (demo) · Machine_Fault_Report V1.0 Page 4 / 7

Figure 13. The report: a cover with the counters, then one page per problem.



NOTE — Where the files go

The report goes to the report folder, in a folder per site and year. An existing report is never overwritten: the new file gets _v2, _v3 and so on.

Open an earlier report

1. Click Reports in the machine bar.
2. Select the report.
3. Click Open Word, Open PDF, Open folder or Make again.

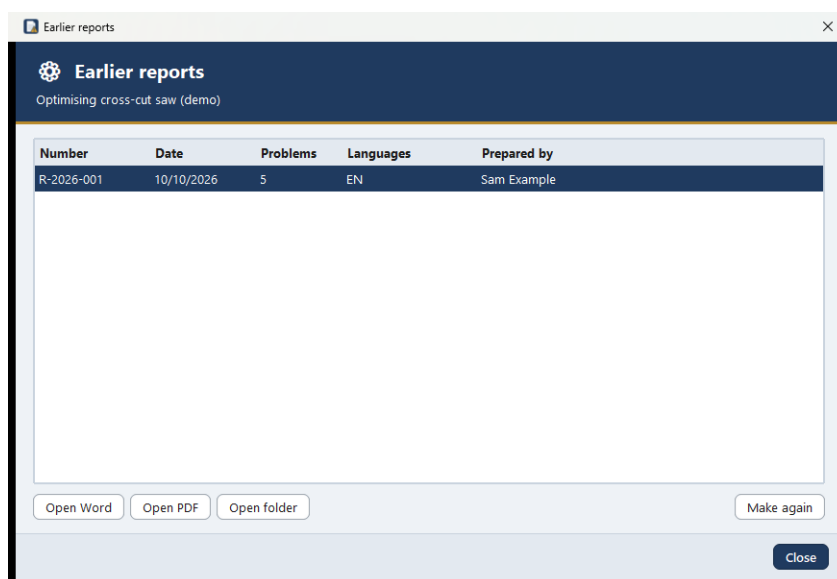


Figure 14. Every report of the machine, with its number and date.



TIP — Make again

Make again makes the same report again, exactly as it was, with new file names. Use it when a file was lost.

6. Bring in old reports and Excel lists

Import an old report or an Excel list

1. Click Import....
2. Click Browse... and choose the old Word report (.docx) or the Excel list (.xlsx).
3. Check what was found and the preview.
4. Choose Into: a new machine or an existing machine.
5. Click Import.

Import
An old Word report (from the old tool) or an Excel list. The file itself is not changed.

File: C:\Users\Public\Documents\Machine_Fault_Report\Problem_Statement_old.docx [Browse...]

Found: Old Word report · "Test machine (KVH)" · 16/01/2026 · 3 problem(s) · 3 photo(s)

Into: ☒ A new machine ☐ An existing machine

Site: North Timber Works (demo) Name of the new machine: Test machine (KVH)

Options: ☒ Skip problems that are already in the log (same title and description)

Preview

#	Position	Title	Photos	Safety
1	Inlet	Sensor broken	2	⚠
2	Outlet	Chain worn	1	
3	Saw	Guard open	0	⚠

[Cancel] [Import]

Figure 15. The program reads the old report, with every photo.



NOTE — Nothing is changed

The file you import is only read. Problems that are already in the log are skipped.

Make an Excel list

1. Click Excel.
2. Choose this machine or all machines of the site, and the language.
3. Click Export.

Excel export
The working list of the problems, with filters and colours.

Problems of: ☒ This machine: Optimising cross-cut saw (demo) ☐ All machines of North Timber Works (demo) (3)

Languages: ☒ English ☐ Français ☐ Deutsch ☐ Nederlands

Sheet Problems (one row per problem) and sheet Machines (totals). The file goes to the report folder, never overwritten.

[Cancel] [Export]

Figure 16. The Excel list has filters, colours and a sheet with totals.

7. Read the statistics

1. Click Statistics.
2. Choose the scope and the period.
3. Read the tiles, the table and the charts.
4. Click Excel or Word / PDF to share them.

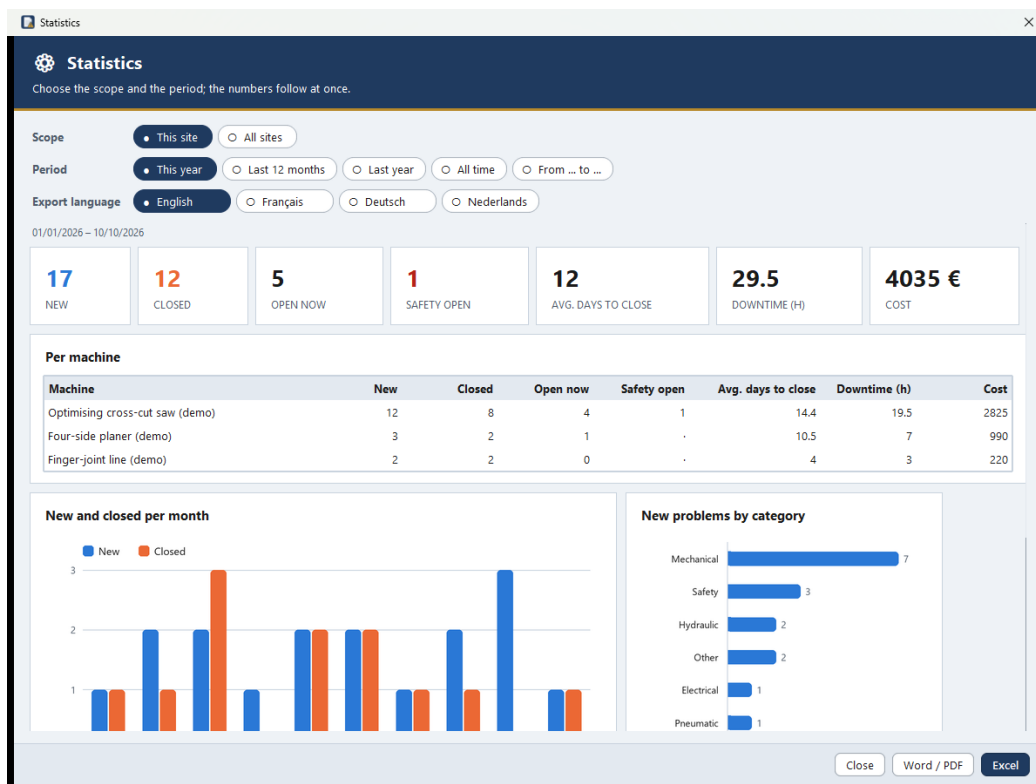


Figure 17. Statistics: numbers per machine and per month.

Number	What it counts
New	Problems created in the period.
Closed	Problems set to Done in the period.
Open now	Problems that are not done today.
Avg. days to close	Days from creation to closing, for the problems closed in the period.



NOTE — No names

The statistics never show names of people. You can share them freely.

8. Change the settings

Tab	What you set
User	Your details for the reports.
Folders	Where your data and your reports are saved. Open the report after it is made. Also make a PDF.
Display	The colour set, and whether the technician is shown.
Start	The language and the site at start. The check for a new version.

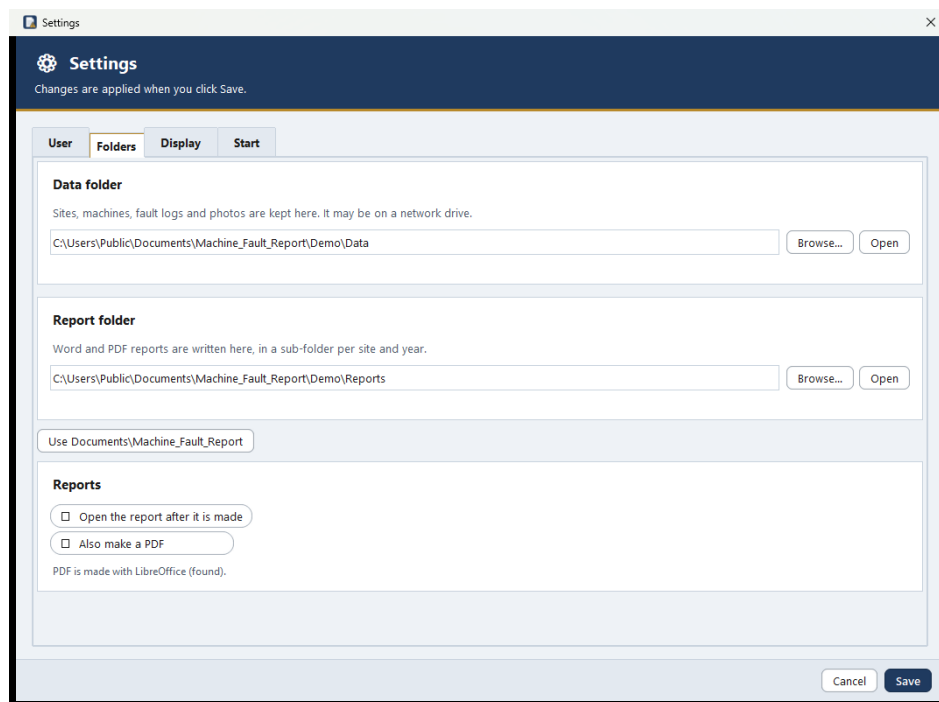


Figure 18. Settings → Folders: the data folder and the report folder.



TRAP — A safe data folder

Choose a data folder that is backed up, for example on the company network. A data folder on a USB stick is lost with the stick.

9. Back up, update and solve problems

Know where your data is

What	Where
Sites, machines, problems and photos	The data folder (Settings → Folders).
Reports and Excel files	The report folder (Settings → Folders).
Settings of this PC	%APPDATA%\Machine_Fault_Report
Log file	%LOCALAPPDATA%\Machine_Fault_Report

Back up your work

Copy the data folder to another drive regularly. It holds all your work: sites, machines, problems and photos.

Install a new version

1. Download the new zip file.
2. Unzip it. You may replace the old program folder.
3. Start the new program. Your settings and your data are kept.



TIP — New version button

A gold New version button appears in the top bar when a new version exists. Nothing is installed by itself.

Solve a problem

If	Then
The program says it is already open	Look for it on the taskbar. Only one copy can run.
The program does not start on a new PC	Install the Microsoft Visual C++ Redistributable (x64). The program shows the download link.
INFO says the manual is missing	Copy the Manuals folder next to the program again.
No PDF is made	Install LibreOffice. The Word file is always made.
A photo shows Photo file missing	The photo was removed from the data folder. Restore it from your backup.
Something else goes wrong	Click ?, then Copy. Send the diagnostics with your question.

Glossary

Word	Meaning
Site	A plant or workshop with machines.
Machine	One machine of a site, with its own fault log.
Problem	One fault with its details and a number like P-001.
Fault log	All problems of one machine.
Priority	How urgent a problem is: Low, Medium, High or Critical.
Safety sign	The yellow warning sign that fits the danger.
Report	A Word or PDF document with chosen problems and a number like R-2026-001.
Data folder	The folder where all your work is saved.

Revision history: Version V1.0 — 10 October 2026 — first edition.