

MAINTENANCE

UTILITIES

- Maintain schedules of activity with varying repeat types
- Maintain calendars of activity
- Assign tasks to users
- Create work orders / purchase orders
- Allocate stock of spare parts to units
- Assign manager to schedules
- Maintain standard work ordered / work done texts
- Create vendors
- Edit vendors

REPORTS

- Vendor reports
- Schedule reports
- Detail work order reports
- Management work order reports
- > Organize reports by region, vendor, suite, manager or date range
- Spare parts inventory
- Re-order spare parts reports
- Spare parts allocation history

ASSETS

- Catalogue all assets
- Attach to vendors
- Attach pictures

SCHEDULING

- Schedule repeatable preventative maintenance
- Print monthly report of scheduled tasks
- Produce purchase orders for scheduled tasks

CALENDARS & TASKS

- View calendar of scheduled maintenance
- Add non-repeating tasks to calendar

PURCHASE ORDERS

- Create purchase order for assets, units, or both
- Completed orders load into Accounts Payable for processing
- Charge-back orders invoice unit owners