

Major Features

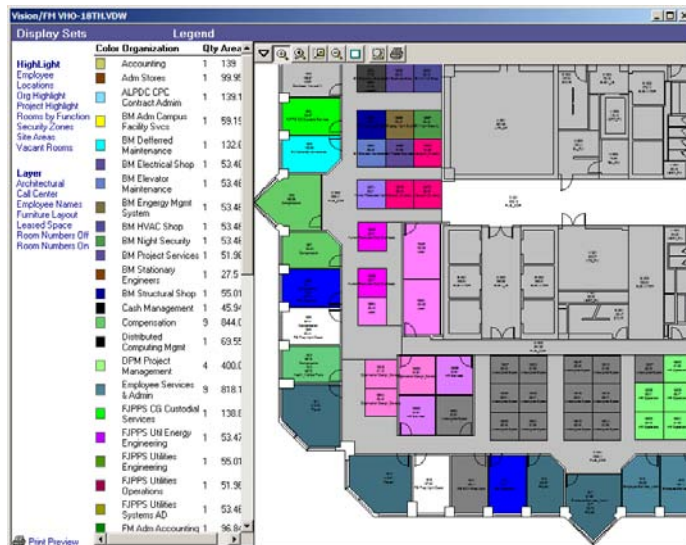
FMDepartment.com has revolutionized CAFM software. The hosted service provides the functionality of professional facilities management software without the upfront cost of acquiring in-house software and servers.

- A complete CAFM system for a low monthly fee, providing a high return on investment.
- A robust graphical interface that adapts itself to present each user's assigned features.
- Easily create users and assign rights.
- Manage space, occupancy and ownership.
- Manage assets by location and employee assignment.
- Connect your AutoCAD drawings to space and asset information in the database.
- Built-in drawing viewer provides non-CAD users with the ability to view, highlight and print floor plans.
- Link external documents to space and asset data and display the documents in their native format.
- Quickly create your own custom queries.
- Customize reports using the built-in report designer.
- On-line help and training videos make it easy to explore the applications features.
- Create dashboard items and display them in on the users screen.

Space Management

Space information is the foundation of a CAFM system. Using FMDepartment.com forms, you can easily add multiple regions, properties and buildings. For space within a building, users can quickly create accurate room information through the connection with AutoCAD drawings or by filling out forms.

Once space information has been added you can assign room functions, departments and employees to generate rentable/usable ratios and space chargeback reports. You can even go to the level of tracking room finishes and shared spaces.



- Define your organization hierarchy (i.e. division, department) with an unlimited number of levels and customizable titles.
- Add Real Estate information to buildings and properties such as accessibility, acquisition date, price, building type and capacity.
- CAD drawing areas link directly to the database for accurate space calculations.
- Report on space at any level including country, state, city, region, property, building, floor, room and shared space.
- Track large areas of space such as leased or retail areas, or define space to the workstation level.
- Spaces that share a common trait can be grouped into zones, allowing users to specify leased areas, cleaning zones, etc.
- Assigning space standards to rooms establishes if a room is rentable, usable and occupiable.
- VisionFM enforces rentable, usable and occupiable space rules ensuring that employees and organizations are only assigned to usable and occupiable space. This ensures accurate chargeback calculations.
- Calculate rentable/usable ratios for space chargebacks based on BOMA and IFMA standards.
- Calculate department occupancy to IFMA space standards.
- Manage employee information, locations and accessories.
- Record contracts for temporary staff and manage them as employees.
- Assign an employee to a supervisor. As the supervisor's organization is changed, all assigned employees are also changed.
- Track occupancy and search for vacant space.
- Track shared occupancy by space or time.
- A separate room function can be assigned to a room for each department that shares the room.
- Track room finishes and conditions.
- Analyze space for efficiency.
- Add an unlimited number of user definable option fields and employee contacts to properties and buildings.
- Record a snapshot of space for a specific date. The historical space information remains in the database and can be queried on.

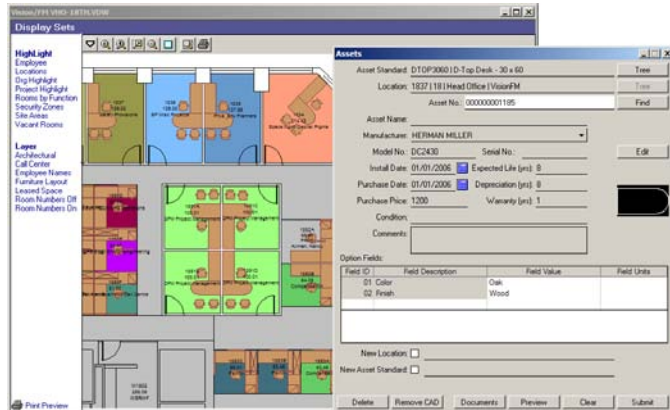
Asset Management

An asset can be any physical item that can fit within a space or be assigned to a person. Mechanical equipment, lighting, life-safety equipment, telecom jacks and office furniture can all be managed.

Establish a list of products that your company purchases, associate a CAD symbol and create a supplier list. This will allow assets to be tracked in CAD drawings and material schedules.

Track general information such as model number, manufacture, price, electrical usage, size, etc. and track unique information such as barcode number, condition, depreciation and manufacturer's warranty.

The result is assets associated to location and ownership information that can be searched across the entire company.



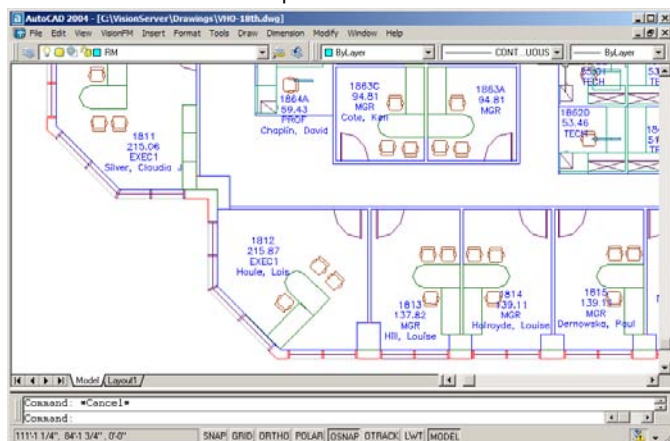
- Define building systems that organize assets by function.
- Define asset standards and asset option fields.
- Track equipment, furniture and telecom assets in use and in inventory.
- Track assets in the database and in drawings.
- Assign assets to a location and/or employee.
- Quickly change an asset's location, standard and employee assignment in the Asset form.
- Moving walls, furniture and equipment in the drawing automatically updates the database.
- Report on condition, depreciation, warranties and maintenance histories.
- Inventory analysis, including leased vs. owned assets.
- Track assets as individual components or create an asset made up of many individual components by recording a bill-of-materials.
- Create room condition surveys and record the condition of finishes and assets by location.
- Assets automatically inherit department ownership and room location when placed in drawings.
- Track warranties, insurance policies and asset leases, including duration and payments.
- Create door, window and finish schedules
- Assign accessories to employees such as keys, parking spaces, cars and credit cards.
- Create site plans to manage landscaping, parking, utilities and surfaced areas.
- Create queries in VisionFM and highlight the resulting location of assets in CAD.

CAD Interface

FMDepartment.com can link to your drawings by logging into the database from within AutoCAD or AutoCAD LT. This allows any changes to space or assets in the drawings to automatically update the database.

Drawings do not have to be imported or uploaded; they stay in their native .DWG format on your computer, so you can continue to share your drawings with Architects and outsourcing companies. And it's easy to set up your current layer list and symbols library, so you're up and running quickly.

Within AutoCAD users can create space, add assets from your product list and edit database information. Relationships between assets are automatically maintained by the system, so if you move a piece of furniture from one room to another the database will automatically be updated with its new location and ownership information.

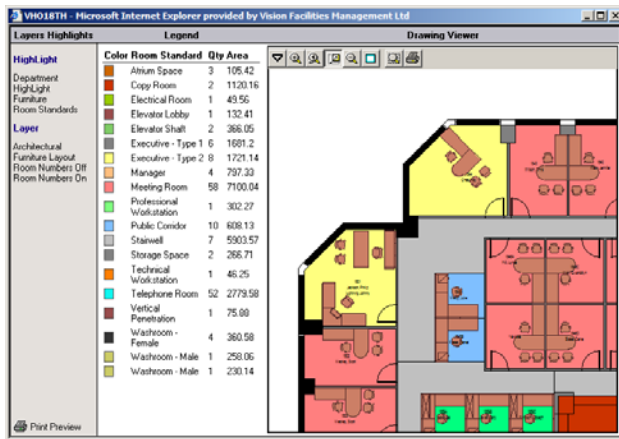


- Architectural overlay and database link to AutoCAD and AutoCAD LT version 2004 through 2008.
- Run VisionFM forms in AutoCAD to add/edit space and assets.
- Creating new space and inserting assets in AutoCAD automatically adds them to the database.
- Assets inherit department and employee ownership based on the room they are located in.
- Click on any asset or space to edit its database information and relationships to employees, departments, standards, finishes and condition.
- Quickly copy data from one room to another by picking rooms in a drawing.
- Architectural overlay commands include doors, walls, windows, columns, reflected ceilings and symbols libraries.
- VisionFM includes a default layer list and symbols library but is easily adjusted to your drafting standards or the standards of other AutoCAD add-on packages such as Architectural Desktop.
- Display any database information within the drawing, such as room numbers, size, department, employee or condition.
- Color highlight space in CAD by division, department and space standards.
- Polyline space to BOMA or IFMA standards or use your own method.

Drawing Viewer

When it comes to space and assets, CAD drawings are an easy way to visualize information. The built-in drawing viewer provides all users with read-only access to view, zoom, highlight, change layers and print. For additional information about a space or asset the user can simply click in the drawing to display database information or run forms.

The viewer can also be used to display query results with space or assets highlighted in different colors. In the example shown, the rooms are highlighted by room standard, with each color representing a different room function.



- The built-in drawing viewer displays AutoCAD drawings within the FMDepartment.com interface.
- User rights control the floor plans each user has access to.
- Layer sets allow the AutoCAD draftsman to control how the drawing is displayed to users.
- Layer sets can be assigned security rights allowing the administrator to control the information each user can access in the drawing.
- Edit database information by clicking on space and assets in the drawing.
- Visible layers and default shading/colors are controlled by the administrator.
- The drawing viewer is updated every time an AutoCAD drawing is saved.
- Administrator can select layers from XREF drawings to include in Viewer layer sets.
- Legends can be displayed when highlighting drawings.
- Display database information as text in the drawing such as employee names and room numbers.
- Functions include pan, zoom, shading on/off, view information, copy and print.
- Highlight space and assets in the viewer from queries in VisionFM. For example: "show me all vacant rooms."
- Use the 'Lookup' form to locate an employee, room, phone number or asset and the drawing viewer will display the appropriate drawing and highlight the location.
- The Space form can launch the drawing viewer and highlight the currently selected room.
- The Asset form can launch the drawing viewer and highlight the current assets location in the drawing.
- The viewer prints in vector, producing high quality prints on any page size.

Query Designer

The Query Designer utility allows users to quickly and easily build questions and display the results in spreadsheet format. A list of database fields is presented within the Designer making it easy to lay out queries. Simply select the fields you want to see, add any restrictions to the search and display the results.



- Build any query, even with combined information from all modules and across all your properties, quickly and easily.
- Add totals, math calculations and restrictions to help locate the information the user is looking for.
- Search on partial data.
- Add user input screens to allow user to enter restrictions each time the query or report is run.
- Link user restrictions together to narrow user selection options.
- Display the results of queries in a spread sheet format or use 'print preview' to customize and print in report format.
- Copy queries to the report designer.
- Paste query results from queries into Word, Excel or any other application that supports the cut-and-paste feature.

Report Designer

- Easily define the contents of a report by first creating a query.
- Develop new reports and modify existing reports using the built-in report designer.
- Add images such as company logos.
- Format reports with cover pages, subsections, charts and graphs.
- Add user selectable restrictions within reports.
- Assign custom reports to modules to make them accessible to users.

Documentation

- On-line help system
- On-line printable PDF's of the user manual
- Training videos
- On-line trouble ticket reporting

Operating Environment

- Requires Windows Explorer version 4 or greater.
- Minimum screen resolution of 1024x768