

Facility Manager WORKSTM

Work Order & Record Keeping System

Work Orders



Preventative Maintenance



Inventory & Purchasing



Asset Management



Inspection & Assessment Scheduling



Employee & Vendor Management



Document Archive



Standard & Crystal-compatible Reporting

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Facility Manager WORKSTM

Advanced Planning Technologies, Inc. (APT) has been working with clients and their facilities since 1991. Our experience has lead us to develop our own simplified software systems to match the needs of real life day-to-day operations in facility/site management.

Our Mission

Our mission is to provide web and internet based technology that manages and communicates all the facility information needs to every occupant, service provider and manager the organization serves and works with.

Our Goal

*Our Goal is Your Success by providing you with **ALL** the functionality needed to do your job successfully and more. It's true: if you don't look good, neither do we. Our all-inclusive system provides you with all the functionality you need to manage, organize, track, report and implement facility management best practices.*

Facility Manager WORKSTM a Computer Maintenance Management System (CMMS) that is easy, intuitive, flexible and can be integrated with graphical floor plans and assets (Facility Manager MAPSTM) for a simple point and click information source. Thus creating a full facilities/site management system that allows you the ability to merge space information, square footage, asset locations, work order/preventive maintenance, etc... the whole CAFM system and your Computer Maintenance Management System as one clear and precise application that tells you the whole story of your facilities and sites.

Facility Manager WORKSTM can:

- Increase employee productivity
- Allows for faster responses to work /repair request
- Maintains management approval requirements and work order flow
- Tracks employee work/repair time and costs
- Schedule future preventive and ongoing maintenance requests
- Control inventory and inventory notifications on low level thresholds
- Notify workers of new work requests and tracks the status of the work order & PM's

Flexibility

Facility Manager WorksTM is completely customizable. Our philosophy is to have Facility Manager WorksTM conform to the way that your organization is structured... not the other way around. This flexibility allows you to track as much detail as you need or want.

If you need to do detailed tracking, reporting and cost assessments... you can. The more details that you track in Facility Manager WorksTM – the greater your ability to analyze the costs of maintaining your buildings.

If you just need a basic system without all of the detailed tracking... you can set it up using just the basic functionality knowing that you can always start adding more detailed tracking anytime with no additional costs.

Benefits to the Facility Manager WORKS™ Internet Based System

- No IT Costs
- Total Accountability
- 24/7 Access Anywhere there is Internet
- Scalable Functionality without the Scalable Cost
- Customizable & Automated Routing
- Global and Custom Reminders / Notifications
- Tracks employee work/repair time and costs
- Control inventory and low inventory notifications
- Able to track multiple department requests including IT/Help Desk
- Maintains management approval requirements and work order flow
- Schedule future preventive maintenance and ongoing requests
- Notifies workers of new work requests and tracks status
- Completely customizable to tailor how your organization is setup

IT'S ALL ONE SYSTEM - NO MODULES TO PURCHASE

Use what you decides helps you...
instead of costs dictating what you can afford.

- Work Orders (Job Tickets, IT Help Desk)
- Preventive Maintenance Scheduling
- Inspection Scheduling
- Inventory and Purchasing Management
- Order and Quote Management
- Employee and Vendor Management
- Barcoding and Scanning Capabilities
- Assessment Scheduling
- Asset Management
- Asset Life-Cycle Management
- Document Storage
- Project and Cost Code Tracking
- Report Writer & Custom Form Creation
- LDAP Password Controls

The screenshot displays the 'Facility Manager WORKS' web interface. At the top left is a logo featuring a clock face with a red arrow pointing to the number 12. The title 'Facility Manager WORKS' is in bold, with the subtitle 'Work Order and Record Keeping System' below it. The main form is titled 'My Information' and contains several input fields: 'Name' (John C Doe), 'Room #' (3304), 'Phone #' (555 555 5555), and 'Email' (johndoe@example.com). Below this is the 'Request Information' section, which includes a 'Request' field with the text 'Turn down heat in room 3304', a 'Description' field with the text 'We had a meeting this morning. Several attendees complained that the room was too warm. Can someone please check the temp. and adjust?', a 'Location' dropdown menu (set to 'Dialer 104'), a 'Department' dropdown menu (set to 'Maintenance'), a 'Priority' dropdown menu (set to 'High'), and a 'Request By' field (6/14/2017). At the bottom, there is a 'File Attachment' section with a 'Choose File' button and a 'No file chosen' status. A 'Submit' button is located at the bottom right of the form.

How are work requests entered into Facility Manager WORKS™

When someone needs work done, they simply click on a "Request" link on your organization's website.

They then log-in and fill-in the information on what is needed to be done and click on Submit Request.

The request is now in Facility Manager WORKS™ and the work flow will start.

Facility Manager WORKS™ is an All-In-One System!

Work Order / Preventive Maintenance / Asset-Inventory Management all in One System

With Facility Manager WORKS™ there are no modules to buy. It's an all inclusive program. Even if you don't need all of the application at the start your needs can change and Facility Manager WORKS™ allows you to meet your needs as you grow.

Within Facility Manager WORKS™ you are able to create and manage:

Work Orders - a onetime task initiated by a request

Preventative Maintenance Orders - regularly scheduled future tasks

Inspection Orders - regularly scheduled tasks needed to be completed for legal compliance

Assessment Orders - regularly scheduled tasks that are less time-sensitive

Asset Management - detailed tracking of assets and asset task history

Inventory Management - detailed tracking of inventory costs, levels, purchases, quotes, barcoding

The screenshot displays the Facility Manager WORKS software interface. On the left is a sidebar with navigation options like 'All Tasks', 'Open Tasks', 'Requests', 'Work Orders', 'Inspections', 'Assessments', 'PM Schedule', 'Snap Schedule', 'Assessment Schedule', 'Working List', 'Purchase', 'Cost Codes', 'Employee List', 'Open Inv. Req.', 'Asset List', 'Locations', 'Equipment', 'Positions', 'Trucks', 'Employee List', 'Vendor List', 'Requests', and 'Home'. The main window shows a 'Task List' table with columns for Task Cat, Status, Approval Status, Status With, Location ID, Location Name, Priority, Assignee, Sender, Requested By, Request Information, and Request. A 'Task Edit' window is open over the table, showing details for Request ID REQ2014-188. The 'Current Status' is 'Task Overdue'. The 'Request Info' tab is active, showing fields for Request ID, Title, Category, Status, Name, Location, Approval Status, Phone, Department, Requested Date, Time, E-Mail, Location, Documents, Time Sensitive?, Internal Request, and Room No.s. The 'Request Information' section contains a text area with the description: 'One of the lifts for moving the bleachers needs new caster wheel assemblies. The left caster wheel doesn't swivel and scratches the new fieldhouse floor when used. We need both lifts Friday night 11/18.' The 'Room Availability' section shows 'Anytime'. The 'Request Info Notes' section contains the note: 'We have to move the bleachers out this Friday night to the ends of the main court for a cheerleading competition.'

Task Cat	Status	Approval Status	Status With	Location ID	Location Name	Priority	Assignee	Sender	Requested By	Request Information	Request
WVO	Assigned	NA	Mr. Gendek, Gayle	302	302	2	Mr. Johnson, Mark	Mr. Johnson, Mark	Mr. Johnson, Mark	Printing Task Addition	
WVO	Assigned	NA	Mr. Bailey, Jeff	008	008	2	Mr. Bailey, Jeff	Mr. Bailey, Jeff	Mr. Bailey, Jeff	Request all Fire Extinguishers. See the attached checklist in the attachments.	
WVO	Received	NA	Mr. Gendek, Gayle	008	008	2	Mr. Gendek, Gayle	Mr. Gendek, Gayle	Mr. Gendek, Gayle	Test 2	
WVO	Received	NA	Mr. Gendek, Gayle	008	008	2	Mr. Gendek, Gayle	Mr. Gendek, Gayle	Mr. Gendek, Gayle	Test 2	

Task Edit

Current Status
Task Overdue

Request Info | Task Info | Labor Info | Material Info | Chargeback Info | Asset Info | Task Notes | Task Log

Request ID: REQ2014-188 | Request Title: | Task Category: Request (REQ)

Status: Assigned | Request Name: Mr. Wegleitner, Joe | Request Location: 302 - Coon Rapids High School

Approval Status: NA | Request Phone: (763) 506-7110 | Department To: ALL

Requested Date: 01/16/2014 | Request E-Mail: joseph.wegleitner@anoka.k12 | Requested Trade: ALL

Requested Time: 9:32 AM | Request Location: | Documents: 0

☐ Complaint? ☒ Time Sensitive? ☐ Internal Request

☐ Hazardous? | Request Dept.: | Route To: |

Request Information

One of the lifts for moving the bleachers needs new caster wheel assemblies. The left caster wheel doesn't swivel and scratches the new fieldhouse floor when used. We need both lifts Friday night 11/18.

Room Availability

Anytime

Request Info Notes

We have to move the bleachers out this Friday night to the ends of the main court for a cheerleading competition.

Accept Save

Facility Manager WORKS™ is Customizable to Your Needs!

It doesn't matter if you need just a basic Work Order system or if you have hundreds of buildings to manage... Facility Manager WORKS™ can be configured to your situation.

Because **Facility Manager WORKS™ is database driven**, you are able to customize and track to any level of detail that you need.

You can start small and simple, then expand as your needs dictate. If you need to track a lot of details and depth of details, Facility Manager WORKS™ can handle it. The more information that you track, the more information that you will be able to analyze and report on the back-end.

Facility Manager WORKS™ conforms to the way that your organization is structured... not the other way around!

Employee List

File Edit

Account Manager

New

Employee ID:

001

Phone No:

(558)386-0111 (Cell)

Employee Name

Grosskopf, Tom

E-Mail

email_type (Work)

Company

Unico

Employment

Bldg. & Grounds Supervisor

Location

Reports To:

Mr. Administrator, Admin

Assoc. Trades

Assoc. Dept(s)

Barcode

Table Fields

Filter By:

ID

...

26595

30768

38071

50886

39944

24507

001

<

>

Import

Employment

Employee ID:

001

Employee:

Mr. Grosskopf, Tom

Hire Date

1/8/15

Total Yrs:

License Trades:

[Consultant]

Reports To:

Mr. Administrator, Admin

Shift

First

Start Time:

12:00 AM

End Time:

12:00 PM

Manual Override of Billable Rates.

% override of Billable Rates

Billable Rate/Hr.:

\$0.00

Billable OT Rate/Hr.:

\$0.00

Billable Ovl. Time Rate/Hr.:

\$0.00

Rate/Hr.:

\$0.00

Sp. Rate/Hr.:

\$0.00

Rate/Hr.:

\$0.00

Positions

Department

Maintenance

Position

Specialist

Job Title/Level

Maintenance 3

Employment Type

Fulltime

Range Yrs/Step

4-5

Job Desc. Document(s)

0

Clear

Base Rate/Hr.:

\$20.00

OT Rate/Hr.:

\$30.00

Dbl. Time Rate/Hr.:

\$40.00

Holiday Rate/Hr.:

\$35.00

Spd. Proj. Rate/Hr.:

\$0.00

On-Call Rate/Hr.:

\$0.00

Activate Effective Rate Dates & Criteria

Rate Effective - Start:

1/8/15

Rate Effective - End:

1/8/15

Effective Rate Criteria

Reminders

Rate Freeze - Start:

1/8/16

Rate Freeze - End:

1/8/16

Effective Freeze Criteria

Reminders

Save

Table Fields

Save Layout

Modify Layouts

Wrap Text

Print List

Filter By:

Operator:

Value:

Clear Filter

Filter

Case Sensitive

Department	Position	Title	Job Type	Range/Step	Base Rate	OT Rate	Dbl Time	Holiday	Spd. Proj.	On-Call
Maintenance	Specialist	Maintenance 3 Fulltime		4-5	\$20.00	\$30.00	\$40.00	\$35.00	\$0.00	\$0.00

Select

Delete

Save

Facility Manager WORKS™ allows you

Flexibility!

It doesn't matter if you are managing a handful of buildings or hundred of buildings... when a work order request comes in, it's important to get the request to the right people and departments.

Facility Manager WORKS™ gives you the flexibility to control exactly how a request is routed and who it is routed to.

Facility Manager WORKS™ Route Settings can be customized to meet any combination of routing that you need.

This can include routes to be set up by:

- Location
- Departments
- Trades
- Route Type

You are also able to assign:

- who is the Recipient of the request
- assign an Approval Recipient if needed
- Auto Assign a Recipient
- create Carbon Copy (CC) or multiple CCs recipients

Facility Manager WORKS™ gives you tremendous flexibility in routing. If you want, you can start small and simple, then gradually expand your routing as your needs dictate.

Our philosophy is to have Facility Manager WORKS™ conform to the way that your organization is structured... not the other way around.

Route Settings ✕

Location Department Trade Employee

New Delete

Count	Location ID	Department	Trade	Route Type	Approval Recipient	Recipient	A
1	ALL - ALL	ALL	ALL	ALL		Mrs. Goniak, Roy	^
2	106 - Johnsville Elementary	ALL	ALL	Request		Mr. Trebby, Steve	
3	126 - Oxbow Creek Elementary	Custodial	ALL	Request		Mr. Maas, Tim	
4	302 - Coon Rapids High School	ALL	ALL	Request		Mr. Wedelthner, Eric	
5	303 - Blaine High School	Administration	ALL	Request		Mr. Pahick, Keven	
6	114 - Monroe Elementary	ALL	ALL	Request		Mr. Herr, Terry	
7	111 - University Elementary	Carpenter Shop	ALL	Request		Mr. Young, Mark	
8	114 - Monroe Elementary	Custodial	Boiler	Request		Mr. Grabowska, Brad	
9	113 - Hamilton Elementary	ELVS	Carpenter Shop	ALL		Mr. Bown, Al	
10	077 - Educational Service Center ...	Grounds	Construction	Approval		Mr. Lehn, Tim	
11	101 - Franklin Elementary	IT	Consultant	Forward		Mr. Dussl, Joe	
12	112 - Jefferson Elementary	Maintenance	Custodial	Request		Mr. Matasovskv, Brain	
13	105 - Lincoln Elementary	ALL	Electrical	Request		Mr. Hoben, Peter	
14	132 - Rum River Elementary	ALL	Elevator Repair	Request		Mr. Jess, Gary	
15	190 - Sortebero ECC	ALL	ALL	Request		Mr. Anderson, Curt	
16	076 - Sandburg Education Center	ALL	ALL	Request		Mr. Anderson, Curt	
17	215 - Compass Bell Center	ALL	ALL	Request		Mr. Anderson, Curt	
18	203 - Roosevelt Middle School	ALL	ALL	Request		Mr. McCauley, Mike	
19	124 - Ramsey Elementary	ALL	ALL	Request		Mr. Smith, Lee	
20	208 - Anoka Middle School - Wash...	ALL	ALL	Request		Mr. Kempenich, Dave	
21	121 - Crooked Lake Elementary	ALL	ALL	Request		Mr. Mattson, Greg	

Close

View Information Your Way!

With Facility Manager WORKS™ you can:

- Hide Columns
- Move Columns
- Index information
- Filter information
- Color Code information
- View in spreadsheet or calendar format

You can also save any combination of these layouts so that you don't have to recreate them each time. The information you want to view is just a quick click away.

7

Looking for a powerful Asset Tracking solution?

It's build right into Facility Manager WORKS™

Facility managers have a wide-range of assets to track and maintain. Building assets can range from air-handling units and heat pumps, to life safety equipment and the scope of every asset inventory is different. Facility Manager WORKS™ gives you the flexibility to track assets to the level that you need.

Managed assets remain in service longer by allowing scheduled PMs to be attached. This leads to less downtime and unexpected outages of assets. By tracking your assets history you can learn from experience, anticipate and avoid problems, reduce waste and make better business decisions.

Facility Manager WORKS™ Asset Tracking allows:

- In-depth asset tracking and history
- Parent and Child Asset distinctions
i.e. an air handler and its components as separate items
- Barcodes
- Detailed reporting



Asset List

New
Modify
Delete
Sub-Assets
Asset Tasks
Checklist
Parts
Document(s)
Warranty
Activate/Deactivate

Table Fields
Save Layout
Modify Layouts
Color Code

Filter By:
Operator:
Value:
Filter
Clear
☐ Case Sensitive

ParentID	Asset ID	Asset Name	Asset Cate...	Asset Type	Manufacturer	Make	Model	Description	Notes	Serial No.	Location N...	Floc
301	ELV-01233	Elevator	Miscellaneous	Vertical	Dover/Ager	Hydraulic		Fieldhouse	2 Level	ELV-01233	Arundel High	
302	ELV-07117	Elevator	Miscellaneous	Vertical	Dover/Ager	Hydraulic		IMC	3 Level	ELV-07117	Anok High	
302	ELV-05458	Elevator	Miscellaneous	Vertical	Dover/Ager	Hydraulic		Auto Shop	2 Level	ELV-05458	Coon Rapids	
303	ELV-1010396	Elevator	Miscellaneous	Vertical	Dover/Ager	Hydraulic		Fieldhouse	2 Level	ELV-1010396	Blaine High	
303	ELV-08...											
302	ELV-03...											
302	ELV-08...											
304	ELV-09...											
302	ELV-08...											
304	ELV-08...											
304	ELV-01...											
202	ELV-07...											
304	ELV-08...											
201	ELV-04...											
201	ELV-03...											

Asset

Asset ID: 077AUU003-A1
Parent ID:

Asset Category: HVAC
Asset Type: Air Handler
Asset Name: Motor - Supply
Manufacturer: Iron Horse
Make: Cast-Iron AC Electric Motor
Model: C-Face
Description: 3 Phase
Notes:

Barcode:
Location: 115 - McKinley Elementary
Floor Level:
Room No.:
Room Name:

Item/Serial No.: ES342-452196
Description:

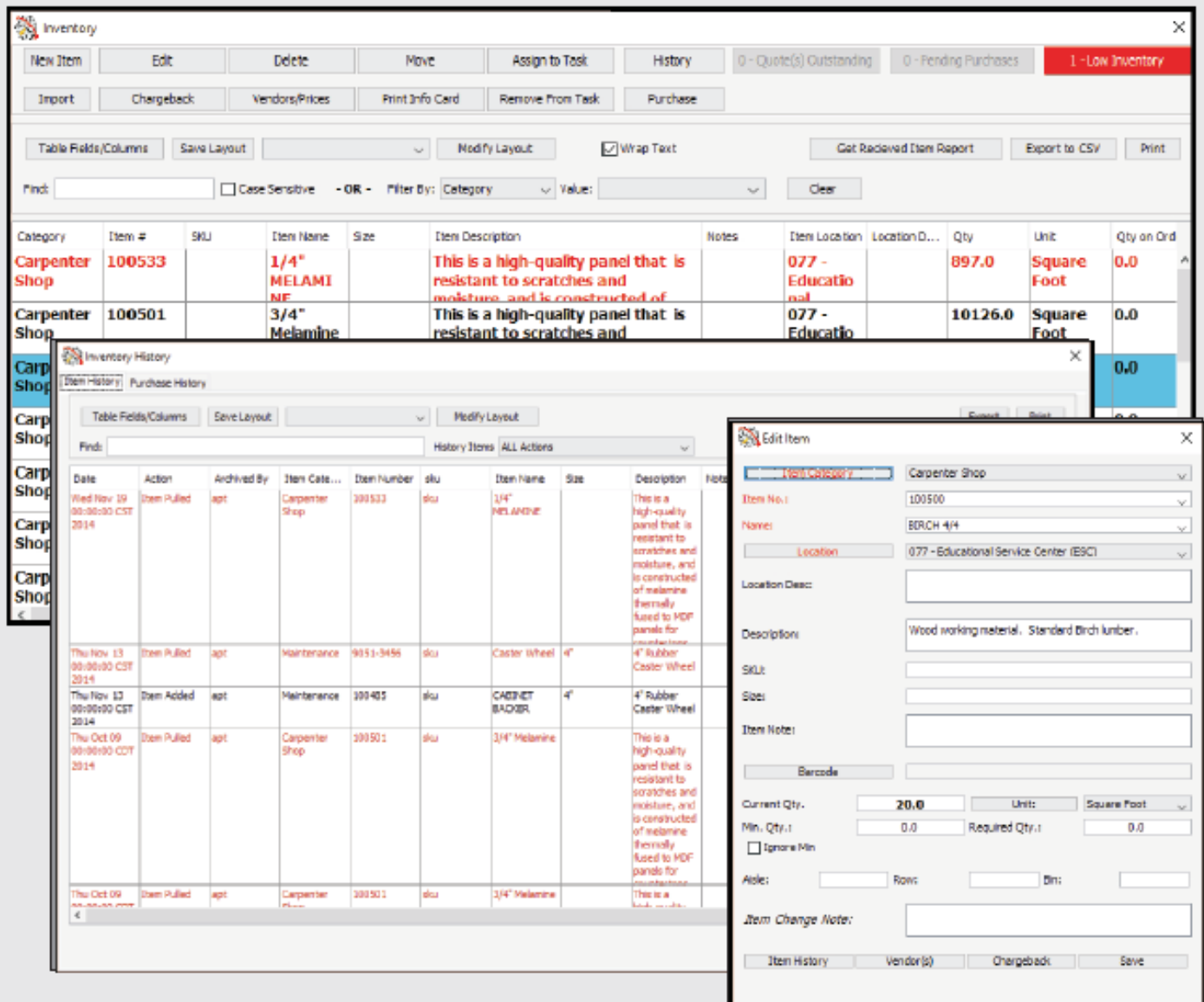
Warranty
Documents
Print Barcode
Detail's Fields
Save

Facility Manager WORKS™ Inventory Management

Facility Manager WORKS™ inventory management system helps maintain lean inventory levels, identify waste, and control costs. By adding inventory items used to complete a WO or PM, Facility Manager WORKS™ can calculate the true overall costs of the task. Including total time to complete task, calculating the wage cost and total cost of inventory used.

Facility Manager WORKS™ Inventory Management can:

- Easy import of current inventory
- Detailed tracking including the Item History and Purchase History
- Assign Inventory Items to WOs and PMs
- Calculate inventory used into the overall cost associated with WOs and PMs
- Track multiple location inventory accountability
- Alert of Low Inventory status
- Generate Multiple Vendor Quotes, Purchase Orders and Received Item Reports
- Assign Charge Back Rates



Inventory

New Item Edit Delete Move Assign to Task History 0 - Quote(s) Outstanding 0 - Pending Purchases 1 - Low Inventory

Import Chargeback Vendors/Prices Print Info Card Remove From Task Purchase

Table Fields/Columns Save Layout Modify Layout ☒ Wrap Text Get Received Item Report Export to CSV Print

Find: ☐ Case Sensitive - OR - Filter By: Category Value: Clear

Category	Item #	SKU	Item Name	Size	Item Description	Notes	Item Location	Location D...	Qty	Unit	Qty on Ord
Carpenter Shop	100533		1/4" MELAMI ME		This is a high-quality panel that is resistant to scratches and moisture, and is constructed of melamine		077 - Educational		897.0	Square Foot	0.0
Carpenter Shop	100501		3/4" Melamine		This is a high-quality panel that is resistant to scratches and		077 - Educational		10126.0	Square Foot	0.0

Inventory History

Item History Purchase History

Table Fields/Columns Save Layout Modify Layout

Find: History Items ALL Actions

Date	Action	Archived By	Item Cate...	Item Number	sku	Item Name	Size	Description	Notes
Wed Nov 19 00:00:00 CST 2014	Item Pulled	apt	Carpenter Shop	100533	sku	1/4" MELAMINE		This is a high-quality panel that is resistant to scratches and moisture, and is constructed of melamine. Internally fused to MDF panels for construction.	
Thu Nov 13 00:00:00 CST 2014	Item Pulled	apt	Maintenance	9051-3456	sku	Caster Wheel	4"	4" Rubber Caster Wheel	
Thu Nov 13 00:00:00 CST 2014	Item Added	apt	Maintenance	100405	sku	CABINET BACKER	4"	4" Rubber Caster Wheel	
Thu Oct 09 00:00:00 CDT 2014	Item Pulled	apt	Carpenter Shop	100501	sku	3/4" Melamine		This is a high-quality panel that is resistant to scratches and moisture, and is constructed of melamine. Internally fused to MDF panels for construction.	
Thu Oct 09 00:00:00 CDT 2014	Item Pulled	apt	Carpenter Shop	100501	sku	3/4" Melamine		This is a high-quality panel that is resistant to scratches and moisture, and is constructed of melamine. Internally fused to MDF panels for construction.	

Edit Item

Item Category: Carpenter Shop

Item No.: 100500

Name: BORCH 4/4

Location: 077 - Educational Service Center (ESC)

Location Desc:

Description: Wood working material. Standard Birch lumber.

SKU:

Size:

Item Note:

Barcode:

Current Qty: 20.0 Unit: Square Foot

Min. Qty.: 0.0 Required Qty.: 0.0

☐ Ignore Min

Role: Row: Bin:

Item Change Note:

Item History Vendor(s) Chargeback Save

Facility Manager WORKS™ Reports

Because Facility Manager WORKS™ is completely "Database Driven" you are able to create, run and save just about any combination of information within the program. The more information you track within Facility Manager WORKS™, the more information that you are able to run reports on.

All of the reports are formatted as tables with rows and columns and you are able to draw information from one table or multiple tables.

You are able to completely customize your reports to preview, print, export or archive exactly the information that's pertinent to you.

The screenshot displays the Facility Manager WORKS Reports interface. It includes a 'New Report' dialog box at the top, a 'Report Preview' window showing a table of assigned work orders, and a 'Reports' list window at the bottom.

New Report Dialog:

- Report Fields:** Table: [Assignments], Field: [Empty], Calculated Field, Add
- Report Values:** Criteria, Group, Sort
- Set:** Cover Page(s), Header/Footer, Column Header, Text Options, Insert Image
- Page Orientation:** Portrait (selected), Landscape

Report Preview:

Assigned - Fred Bunting - 01/13/2016

Status	Assignee	Last N	Assignee Location	Requested Date	Request & Location Info.	Request Id
Assigned	Bunting	Fred	Adams Elementary	2015-09-17	Hi Gayle, My computer Lab / Media Center RTU is not cooling, kids test in computer lab for MCA etc. very stuffy with all computers running.	2015-2518
Assigned	Bunting	Fred	Adams Elementary	2015-12-09	Exhaust fan # E005 (kindergarten Bathrooms) on the roof. motor will not run.	2015-3488
				01-14-07-24	I have 7 exhaust vents on roof that have bad motors PRV-229/218/217/114/101/105/118.	2014-2162
				01-15-09-16	Room S-36 unit vent will not cool	2015-2513
				01-15-04-15	Need Ballast's replaced in light fixture's in metal shop, they are the 8 foot bulb fixtures on the east side of the shop room.	2015-1109
				01-15-06-16	Need 2 exhaust motors replaced, on roof above Tech ED portion of the building. Labeled #2 and #4	2015-1690
				01-14-09-05	We need to get all of the hallway lights working as some wires were disconnected and some switches were removed. I have verified the lights do work when jumpering the	2014-2592
				01-15-02-10	Track Lighting in the Cafeteria Serving Line is not fully functioning as we try to get one light that was not working going another light quits working	2015-466
				01-15-08-03	Wall packs over pool entrance and clay/pottery area stay on 24/7.	2015-2065
				01-16-12-03	The relief exhaust fan on #AHU-1 is not working again Fred was here recently and fixed it, but now it is not working.	2016-3427
				01-14-02-04	Ahu 21A shut off on freeze stat will not reset Mixed air temp 60 degrees. May need draw stat. Can jumper out stat if we have to. Thanks	2014-297
				01-15-06-06	Ballast for salad merchandiser out. Per Rodney's email. Thanks	2015-1610
				01-14-10-16	One Exhaust fan that's not working on the k-2 side and then there one that's really noisy	2014-3220

Reports:

- New
- Report Archive
- Saved Reports
 - All Forwarded Work Orders
 - All Received Work Requests
 - All Unassigned Work Requests
 - All WOs by Site
 - Assigned - Bill Benjamin
 - Assigned - Fred Bunting
 - Assigned - Gayle
 - Assigned - Jim Pipp
 - Assigned - John Hatch
 - Assigned - Loren Anderson
 - Assigned - Mark Jones
 - Assigned - Mitch Henke
 - Assigned - Pat Miller
 - Assigned - Roger Wood
 - Assigned - Ryan Baumann
 - Assigned - Scott Pflipsen
 - Assigned - Todd Penke
 - Assigned - Tom Wurst
 - Carpenter Shop
 - ELVS Assigned
 - ELVS Assigned - John Taylor
 - ELVS Assigned - Russ Santa
 - ELVS Assigned - Scott Eisenschenk
 - Gayle
 - Grounds
 - MMC

Buttons: Archive Report, Print Report, Preview, Copy, Modify, Rename, Delete

Facility Manager WORKS™ Forms

In addition to being able to generate detailed reports, Facility Manager WORKS™ can also generate Forms. Typically forms would be used for reporting, notifications or chargebacks.

Our APT Technical Support will custom create these forms for you and load them into your Facility Manager WORKS™ projects. Then when you need to run any forms, you simply select the tasks that you want to be generated into a form, select the saved form that you want, then preview and print.

Facility Manager WORKS™ form generation saves you time, allows for more efficiency and ensures accuracy.

Print Form

Page:
1
of 19

Task Category:	PM	Priority:	5-SA	
Project No:	000028214	Scheduled Date:	12/01/2015	
Cost Code:		Complete By:	12/31/2015	
Assignee:	Piper, Dale	Department:		

Asset Information:

Location ID: 01826
Asset ID: ICEMACH-1826
Asset Name: 1826-01 ICE M
Manufacturer: MANITOWOC
Make:
Model: QR0320A
Serial #: 010961854
Capacity:

Request Description:
ICEMACHINE-SA - SEMI-ANNUAL I

Print Form

Page:
1
of 17

Completion Report: Task- 14451 (Page 1)

From:
Name: Hogan, Dale
Phone:
Email:

Task:
Project Number: 14451
Location ID: 01681C1DC
Department: 83
Cost Code: 504-

Scheduled Date:
Actual Completion Date: 12/21/2015
Hours Worked: 18.0

Request Information:
BLD 1681-CHECK VISION 21 SIG-COM
SYSTEM & RPR SO IT WORKS ON BOTH
SIDES OF THE DISPATCH CENTER. POC: AL
BLENCOE X-7098--REC'D: 11/13/15-DUE:
12/13/15 EXT TO 12/14/15 PER KEVIN ON

Task Notes:
12/16/15 SH TRIED A NEW ADAPTOR AND
IT WAS WRON TYPE. ORDERED CORRECT ON.
12/21/15 SH HOOKED UP CORRECT ADAPTOR
AND THE KVM EXTENDER/SPLITTER TO
BOTHE WORK STATIONS. THE 2ND WORK

Materials Used:

#	Item #	Item Desc.	Qty.	Unit	Price	Total
1	144986306 0266	VGA USB KVM EXTENDER ST-CSUSBV-300	1.0	Each	\$372.41	\$372.41
2	144986306 6271	FREIGHT	1.0	Each	\$24.35	\$24.35
3	145020705 6667	HDMI TO VGA ADAPTOR INISIGNIA 1577417	1.0	Each	\$29.99	\$29.99
4	145020706 2105	TAX	1.0	Each	\$1.65	\$1.65
5	145020705 6667	HDMI TO VGA ADAPTOR INISIGNIA 1577417	-1.0	Each	\$29.99	\$-29.99
6	142835068 0342	TAX	-1.0	Each	\$5.36	\$-5.36

Print Form(s)

APT

Advanced Planning Technologies, Inc.



Facility Manager MAPS™

Maps, Architectural Plans and Safety



Facility Manager WORKS™

Work Order and Record Keeping

Have you ever wanted to visually see an item and then click on it to see the work order history. What about the current work orders and/or what the yearly/monthly operational and maintenance costs of the asset is? Want to be able to accurately show building operational costs, capital planning, budgeting, etc?

With Facility Manager MAPS™ and Facility Manager WORKS™ you can.

Two applications built from the same code and database; when combined operate as one application. It's a graphical management system developed and produced by one company, APT, Inc.

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