



Work Orders

- Create / Edit work order / estimate
- Assign work order to:
 - Internal: your maintenance staff
 - External: your contracted service providers
- Schedule on Maintenance Calendar
- Optionally issue work order for bids
- Compare bids and select provider
- Post to work Schedule
- Print work Orders
- Print Work Schedule by month or by day
- Print Work Schedule by location
- Record Work completion
- Record Actual Costs

Facilities and Equipment

- Asset Types:
 - Equipment,
 - property,
 - vehicles
- Data:
 - Depreciation,
 - Sum-of-Years
 - Straight-line
 - Double declining balance
 - Maintenance History,
 - Maintenance Plan/ Needs
 - Maintenance Budget
 - Insurance,
 - Taxes,
 - Images,
 - Notes,
 - Attachments



Maintenance Calendar



- Tabulated calendar displays all work orders
- Displays single and multi day events
- Schedule and view service calls and work orders from Day-At-A-Glance
 - Filter Calendar by
 - Location
 - Service provider
 - View work orders summary categorized by type:
 - SVC: Service Calls
 - MTC: Preventative Maintenance
 - In House Tasks

Optional Accounting Interface

- External Work Orders for external service providers covert to purchase orders
- Completed work orders external Work order post purchase orders to Vouchers
- Service Providers Correalate to Vendors
- Assignment of accounting classification to expenses
- Prorate work order expenses against multiple assets