

## **WorkOasis<sup>TM</sup> CMMS software for managers of large portfolios of distributed property**

The award winning WorkOasis workflow software is now available to real estate and facility managers of large portfolios of property. We can provide you a totally Web-based enterprise information management platform which includes the following features:

### **Contractor Management**

Utilize WorkOasis to certify your suppliers, maintain insurance documentation and contract files. Once registered you can automate the work order, invoicing and procurement processes with the assurance that all your suppliers are properly certified to perform work on your sites.

### **Service Request and Work Order Management**

Utilize WorkOasis to totally automate your work order process; service request entry to invoice approval can be a totally electronic process, eliminating paperwork and speeding transaction time. Choose from a number of options for entering service requests including web, call center or virtual call center IVR routing to your preferred providers.

### **Scheduled Maintenance Planning**

Plan and schedule any recurring service activity a year in advance and track work completion. Utilizing the scheduled maintenance application you can implement preventive maintenance schedules, cleaning frequencies, inspections and other planned maintenance activity. Choose to manually or auto-dispatch work orders to your contract service providers.

### **Service Procurement (RFP) Management**

Utilize WorkOasis to enable you to manage your service, project and construction bidding process. Utilizing a fully web-based workflow you can invite contractors to bid to your requirements using a library of specifications, track their responses and award work to the successful company; while fully documenting your procurement process.

### **Reporting and Information Management**

Track and manage information about your portfolio in real time based on dozens of standard reports and our custom reporting application. Utilize the WorkOasis easy to use tools for sending information seamlessly to your other enterprise information management systems.

#### **KEY BENEFITS:**

##### **Contractor Selection**

- Coverage: 1150 cities
- 80 service categories
- Use your own contractors
- Selection on cost and quality
- Reduced time to source

##### **Contractor Certification**

- 20 pt. certification standard
- Proof of insurance & licenses
- Compliance with Federal laws
- Automated document tracking
- Reduced administrative costs and corporate liability

##### **Maintenance Planning and Scheduling**

- Asset management & tracking
- Preventive maintenance
- Maintenance scheduling
- Warranty administration
- Improved equipment reliability

##### **Work Order Management**

- Intelligent workflow
- Detailed work order history
  - ETA
  - MTTR
  - Customer Satisfaction
  - Transaction cost
- Lean Six Sigma standards
- Totally paperless process

##### **Accounting and Payment**

- Sarbanes Oxley compliant
- Electronic invoicing
- 74% lower transaction costs

##### **Measurement and Reporting**

- Real time reporting
- Detailed transaction info
- Improved operational visibility

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